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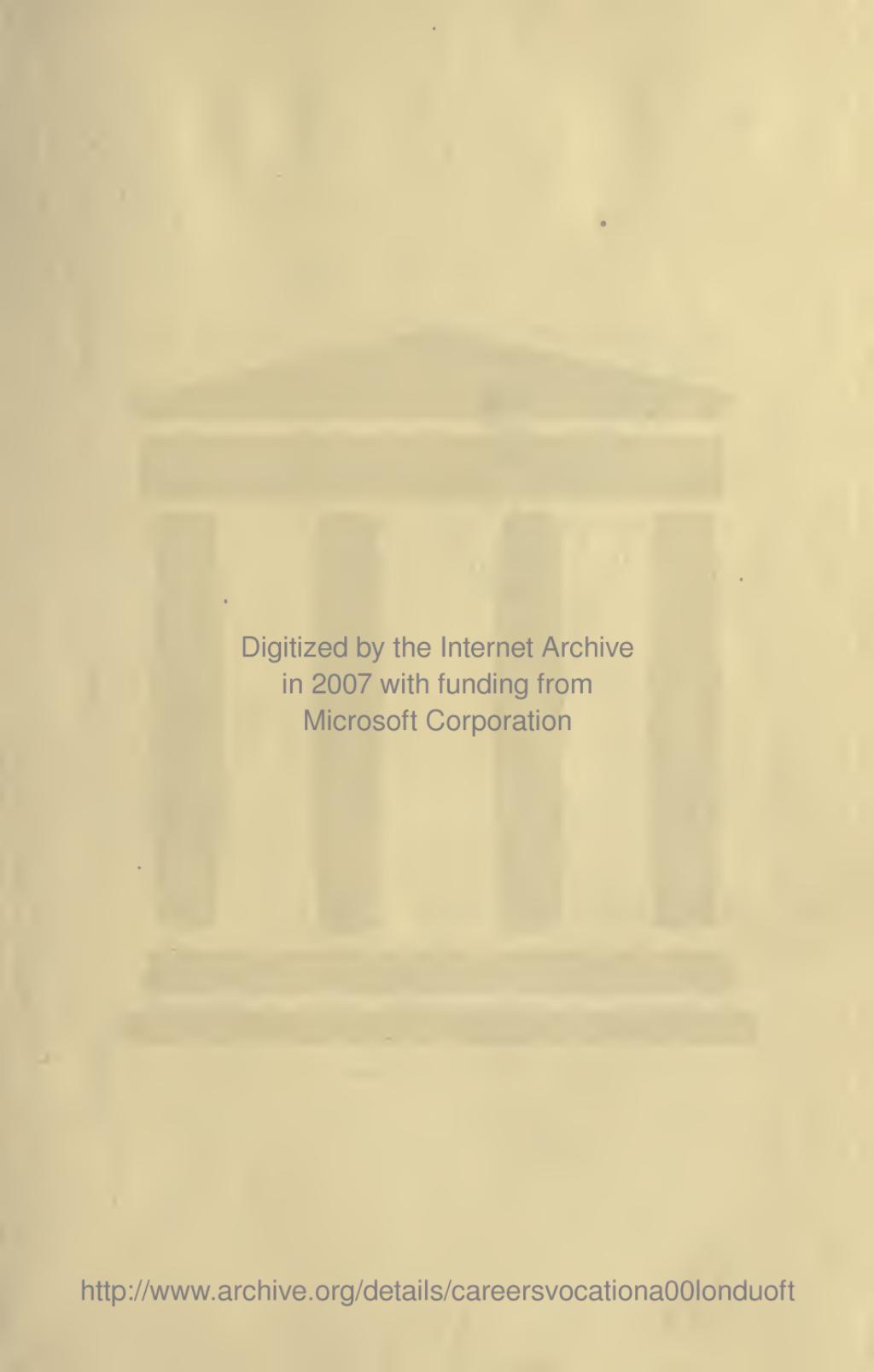
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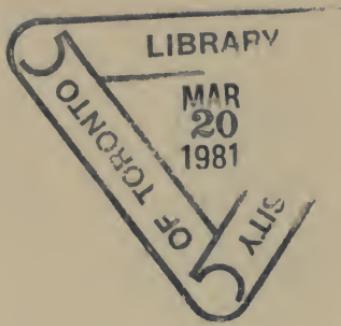
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CAREERS AND VOCATIONAL TRAINING

10th EDITION.

A Guide to the Professions
and Occupations of
Educated Women and Girls

PUBLISHED FOR
THE CENTRAL EMPLOYMENT BUREAU FOR WOMEN
AND STUDENTS' CAREERS ASSOCIATION (INCORPORATED)
BY
THE WOMEN'S EMPLOYMENT PUBLISHING CO., LTD.,
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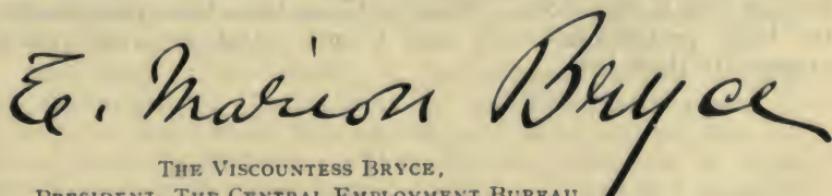
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PREFACE

The new edition of CAREERS appears at a time when international affairs all over the world are in such a critical condition that it becomes increasingly difficult to try to widen and extend the field open to educated women in choosing a career. The conditions to-day are so different from those of even three years ago, and the chances of obtaining posts are much fewer. But the situation must be faced with courage and determination, and we present this new edition of CAREERS in the hope that it may prove of real service to those who are in need of information and suggestions before deciding on a career.

When we look back over the last fifty years and see from what very small beginnings the movement for Careers for Women sprang we realise that the present position has been achieved by the imagination and the continuous and concentrated effort of those who had vision and faith. They set before themselves high ideals of what women could work for and a high standard of efficiency in training them for that work. No effort has been spared in exploring new fields of employment, new professions to be opened for them, new opportunities to obtain business and commercial posts or in legal, financial and scientific work; and in addition to all these, outdoor work in agriculture, farm work, gardening, etc. Indeed almost every kind of work is now open to a woman if she has thoroughly trained herself for it and desires to take it up as a serious and remunerative employment. But there are some special points to be taken into consideration in the choice of work for women. A man adapts himself more readily—or shall we say more resignedly—to monotonous routine than a woman. Unless she is really interested in the work she is apt to get bored and restive under the strain and this often leads to a desire for change.

A further point is that the work a woman chooses for her career should be of such a nature as to call forth the best of her powers and turn to the best use her inherent gifts. In these modern days when the progress and the prosperity and the happiness of a nation depend so largely on the character of the individuals who compose it, women have their part to play, and a great part it is. The making of a livelihood is, of course, a first necessity, but apart from that we can all train ourselves to play a worthy part in service to the nation.



E. Marion Bryce

THE VISCOUNTESS BRYCE,
PRESIDENT, THE CENTRAL EMPLOYMENT BUREAU
AND STUDENTS' CAREERS ASSOCIATION (INC.).

NOTICE

**The Central Employment Bureau for Women
and Students' Careers Association (Incorporated),
54, Russell Square, London, W.C.1.**

One of the main difficulties in the search for employment and the right career is lack of information as to how and where to train, and inadequate knowledge concerning the professions in which openings are to be found.

The articles in this handbook, written by experts, aim at meeting this need by giving accurate and unbiased information on different careers, with special emphasis on the question of training and the prospects of subsequent employment.

While it is not intended to give an exhaustive list of those training schools and institutions which offer a first-class preparation for work, much has been done to meet this demand by classifying the carefully selected advertisements, which should be studied as part of the book.

Readers are reminded that the companion journal to CAREERS is "Women's Employment." This is published twice monthly (first and third Fridays, price 3d., post free 4d.) and the long list of classified training schools therein is revised every fortnight and kept up-to-date.

The Central Employment Bureau and Students' Careers Association (founded in 1898) exists for the purpose of helping educated women and girls in their search for employment. The Information Department is continually engaged in collecting, sifting and testing information with regard to training and employment. This information is given to enquirers all over the world, through the Advisory and Training Department and by the Students' Careers Association, which arranges lectures and talks at schools and colleges. Qualified workers seeking actual vacancies are assisted by means of the Appointments Department, and a Loan Fund is maintained for the help of students who cannot afford to equip themselves for work.

We desire to express our sincere gratitude to the writers of the articles in this book. These articles have been contributed by busy professional men and women, and we very much appreciate their help.

CAREERS AND VOCATIONAL TRAINING

ACCOUNTANCY.

BY

PHYLLIS E. M. RIDGWAY, B.A. (LOND.), F.S.A.A.

To an ambitious girl the accountancy profession offers an interesting career, but as membership of the two main accountancy bodies has been open to women only since 1919, there are comparatively few qualified women. The Institute of Chartered Accountants has 76 women members out of a total membership of 13,319, and the Society of Incorporated Accountants and Auditors 69 women out of a total of 7,610.

The work of a qualified accountant is varied as well as interesting. It may be classified under two main headings, the professional side, i.e. public practice, and the commercial side.

Professional Side.

Audit Work. This consists of checking and/or preparing the Trading and Profit and Loss Account of a firm or company to ascertain the correct trading result over a given period; and the Balance Sheet to show the financial position at the end of such period, and certifying its accuracy.

This work is carried out for the benefit of the proprietors of a firm, or the share-holders of a company and for production to the Inspector of Taxes in order that the liability of the firm or company to taxation may be correctly assessed, and to banks or other third parties to obtain loans or further capital.

Investigation on behalf of persons proposing to purchase a business; preparing claims for loss of profits due to road and other accidents, fire, etc.

Taxation work deals with the income of individuals and the making of annual returns of their income so that the amount of Income Tax or Sur Tax payable may be ascertained; and also with the liability of firms and companies as mentioned under audit work.

Trust Accounts. Keeping accounts for Executors and Trustees, dividing out income between the Beneficiaries; and advising as to the recovery or otherwise of Income Tax, and on the investment of surplus monies.

Company Registration. Advising in regard to capital and superintending the work necessary for the registration of public and private companies.

Insolvency. This branch of professional practice entails the preparation of a statement of liabilities and assets of an insolvent individual, firm or company at any given date for production to the creditors, so that they may determine by what method their interests may best be upheld. A qualified accountant is almost always appointed trustee, or liquidator of the

debtor's assets under Deeds of Assignment, Bankruptcy proceedings or Liquidations, and it is his business on behalf of the creditors to see that all assets are brought into account and disposed of to the best advantage.

Commercial Side.

- In commerce the qualified accountant may be appointed—
- (a) Financial Officer and Accountant to large commercial undertakings, firms and companies and to charitable organisations, hospitals, borough councils, etc.
 - (b) Director on the board of public companies and public utility undertakings, generally involving investment of capital in the company or undertaking.
 - (c) Company Secretary in which accurate and detailed knowledge of company work is essential.

Training.

The two main accountancy bodies are The Institute of Chartered Accountants, Moorgate Place, London, E.C.2, founded in 1880, and the Society of Incorporated Accountants and Auditors, Incorporated Accountants' Hall, Victoria Embankment, London, W.C.2., founded in 1885.

To be eligible for membership of either of these, a woman must serve a period of five years under articles (reduced to three-years when she is a graduate of an approved University) with a member of the Institute if she wishes to be a Chartered Accountant, or of the Society if she wishes to be an Incorporated Accountant. She must not be under 16 years of age at the commencement of the articles and must pass a preliminary examination prior to being articled to ensure a certain standard of education, but can apply for exemption from sitting for such examination, if she has passed certain school examinations, e.g., School Certificate, Matriculation, etc. She must also pass an Intermediate examination and a Final examination. In certain cases the Incorporated Society permits candidates not serving under articles, but who have been employed by a Chartered or an Incorporated Accountant in practice for over six years, to sit for the Intermediate Examination, and for over nine years to sit for the Final Examination, provided their employer considers them to be suitable. The Chartered Institute admits no one who has not served articles.

The first step towards qualifying is to find a local Chartered or Incorporated Accountant in practice who is willing to take a woman as an articled pupil; otherwise application should be made to the headquarters of the Institute or the Society for the names of accountants in practice in her locality who might be willing to take a woman as articled clerk.

It is quite usual for a prospective candidate to serve six months' probation before the signing of the articles. Her Principal has then some idea as to whether the candidate shows

promise and she herself has the opportunity of finding out whether she likes the work.

Cost of Training.

- (1) Payment of a premium of £100 upwards which may or may not be returned during the period of articles.
- (2) Entrantee fee and annual subscription to local District or Students' Society, not exceeding £1.
- (3) Examination Fees:

Chartered Institute:	Preliminary	£2	2	0
	do. exemption	£1	1	0
	Intermediate	£2	2	0
	Final	£2	2	0
Incorporated Society:	Preliminary	£2	2	0
	do. exemption	£1	11	6
	Intermediate	£2	12	6
	Final	£3	3	0

- (4) Fees for special courses in company law, etc., at local technical colleges, for specific courses through correspondence colleges or for private coaching in addition amount to about £20 to £30.
- (5) Living expenses during period of articles.

Examinations.

Institute of Chartered Accountants. The final examination covers the following subjects:—

Advanced Book-keeping and Accounts (including Limited Companies, Partnership and the Law relating thereto, and Executorship and the Law relating thereto).

Auditing;

General Financial Knowledge (including Taxation, Costing and Foreign Exchanges);

Company Law (including Liquidations);

Law relating to Bankruptcy, Deeds of Arrangement, Receivingships and Trusteeships; and

Mercantile Law and the Law of Arbitrations and Awards.

The Intermediate Examination covers a similar range of subjects.

Society of Incorporated Accountants and Auditors. For the May, 1940, and subsequent examinations, the subjects for the final examination will be:—

Advanced Accounting and Auditing;

Taxation of Income and Profits;

General Financial and Commercial Knowledge;

Company Law and Partnership Law;

Commercial Law and the Law of Arbitration;

Law relating to Executorship and Insolvency, and

Statistical Methods and Economics.

Similar subjects are set for the Intermediate Examination but the standard is less advanced and does not include Statistical Methods and Economics.

Personal Qualities required.

Work during the period of study is arduous. Most articled clerks have to put in a full day at the office to gain practical experience and have then to study at home. Health should, therefore, be taken into account when considering Accountancy as a career.

Apart from the requisite qualifications obtained by serving articles and passing the examinations, the main qualities desirable in a good accountant are a scientific and accurate mind with mathematical (not just arithmetical) ability; patience and concentration; keen powers of observation, deduction and discrimination; quickness in grasping facts; persistence in obtaining satisfactory information and explanations; the quality of inspiring confidence and trust in clients; plenty of initiative; and, above all, tact.

Prospects for Women.

As this profession has until recently been limited to men it is important that a woman desiring to qualify should be quite certain that she is suitable for the work, as she will have to enter into direct competition with men, unless, of course, she ultimately takes up a commercial post in some women's organisation after qualifying. On qualification the minimum salary obtainable should be £200. It is essential that she should make reasonable enquiries from the Accountant with whom she is seeking to serve her articles as to what prospect there is of being retained by him when she has served her articles and qualified.

The branches of accountancy for which a woman seems more specially adapted are Auditing and Income Tax work, the preparation of personal Income Tax and Sur Tax returns and claims, Trust accounts, etc. She will find that there is a growing tendency for women's organisations to employ women as Auditors and Treasurers.

Other Accountancy Bodies.

There are other Accountancy bodies the principal of which is the Association of Certified and Corporate Accountants Limited, Head Office, 50, Bedford Square, London, W.C.1, with about 6,000 members. This body was formed in February, 1939, by the amalgamation of the London Association of Certified Accountants (Incorporated in 1905) and the Corporation of Accountants (Incorporated in Glasgow in 1891).

Candidates for admission to these bodies are not required to pay a premium or serve a period of articles.

Length of Training 3 to 5 years.

Cost of Training About £40 p.a., including examination fees.

(In addition a premium of £100 is usually paid by the students on entering upon articles.)

ACTUARIAL AND INSURANCE WORK.

BY
W. MARY NEW,

Scottish Equitable Life Assurance Society (Women's Section), London.

The young woman who contemplates entering the Insurance Profession is advised first of all to attain Matriculation Standard and to undertake a thorough training in shorthand and typing. Then she can obtain a position as Clerk, or Shorthand-Typist, with a reasonable salary, with good holidays, regular hours and with generosity of treatment in the event of illness, and as a rule the security of a pension.

If a girl is ambitious, she has opportunities of obtaining Departmental promotion, or, in larger offices, welfare and supervision of General Staffs, positions which are interesting and well paid.

If she wishes to seek a more technical position, she should qualify herself by taking the examination of the Chartered Insurance Institute or of the Institute of Actuaries. The Chartered Institute examination is divided into sections of Fire, Accident and Life and the Associate's examination is divided into two parts. The student should select the branch with which her daily work is most closely associated and a study of the subjects will give her a good knowledge of the principles. After the Associateship has been obtained the student can qualify for a Fellowship by means of a further examination. In connection with the Fellowship it is necessary to have a knowledge of the three branches of fire, accident and life, whereas the Associateship is confined to one selection only. The examination usually takes about four years to complete but it can be spread over a longer period. The most practical way for a student in London to take these examinations is to join the Chartered Insurance Institute (in any case, whether she takes the examination or not, she is well advised to join this, as it is in every way helpful, with its library and many other advantages) and a course of lectures is arranged and there is a small fee for entrantee for the examination. The cost of coaching provided by the London Insurance Institution at the present time is approximately £5 each for the Associateship and Fellowship. Classes are also arranged by insurance institutes in the provinces and most of these local institutes have a valuable library. If no coaching course is undertaken at the local Institute there are several very fine correspondence courses which can be taken.

If a girl has a special aptitude for mathematics and is prepared to spend a considerable amount of time in study, then the Institute of Actuaries examinations would open the door to appointments in life assurance societies in the Actuarial Department. Whilst life assurance forms one of the three sections of the Chartered Insurance Institute's examinations, this section is of

a less detailed and technical basis than the Institute of Actuaries examination. The latter is almost entirely based on mathematics as applied to life assurance. As a general rule it would take six or more years to qualify for a Fellowship and the work is intensely interesting to the mathematical mind and should lead to progress and work of responsibility.

The Institute of Actuaries have official tutors and the fees would amount approximately to thirty guineas. The entrance fee for each part of the examination is £2. 2s., and there are other small charges. In the circumstances, unless a girl has an outstanding desire to take up a mathematical career, it is not altogether advisable to undertake this work in view of the rather heavy expenses involved and the doubt as to ultimate success. If a girl decides on an actuarial career she should obtain a position in the Head Office of a Life Assurance Society, as this would give her a very good practical knowledge of the work she would have to take in her examination. Nothing but a Head Office would be of much service to her.

There is another opening for the young woman who has an ambition to be more than a shorthand-typist, and that is to endeavour to obtain an appointment on the outdoor staff of an insurance society. There are few women undertaking this class of work, but there would appear to be no reason why they should not make a success as outdoor officials. The work of an insurance inspector is to obtain agents and to act as a "salesman."

The qualifications required for this work are a thorough knowledge in all its branches and a certain training in the method of being able to explain the various advantages attached to insurance and the special advantages obtained through the particular office the inspector may be representing. Tact, patience and thorough technical knowledge are essentials and there should be a good opening for women inspectors to assist their own sex to see that their various risks are fully insured. These positions command good salaries and although the hours of work are somewhat irregular they are not stereotyped and the work offers constant human interest. There is no special training for this branch of insurance work, although an ordinary course of salesmanship would be helpful and the Chartered Insurance Institute's examination would give the necessary technical knowledge.

Insurance work offers a career which should satisfy the ambitions of four different types of worker: a clerical or shorthand-typing post for the educated girl who is satisfied with routine work; executive posts in charge of a department, or the supervision of staff for the girl with initiative; more exacting mathematical work for the girl who is good at figures and whose circumstances permit her to secure the necessary qualifications; finally, an "outdoor" post as an insurance inspector, for the girl who is by nature a good salesman.

ADVERTISING FOR WOMEN AS A CAREER.

BY

MARGARET K. HAVINDEN.

Advertising is a profession which is peculiarly suited to women.

A very large percentage of advertised products are bought by women and therefore they have a wider experience than men of what points to stress in persuading other women to buy.

Any girl considering advertising as a profession would do well to take a practical course in housekeeping in her home, after she leaves school or college. Practical domestic knowledge is almost a necessity for success in advertising.

The girl who comes straight from school and who does not even know how to boil a potato, will find herself at a great disadvantage.

In the same way, a girl entering advertising should make herself fashion-conscious. She should study dress fashions and cosmetics in the leading journals, such as Harper's Bazaar and Vogue. Every year over £1,000,000 is spent on cosmetics advertising alone; and most big agencies have a cosmetic account. You can't sell beauty products convincingly if you have no understanding of the subject. The same applies to dress. You can't be convincing about the fashion points of clothes if you don't follow the current fashions.

The modern advertising agency offers several lines of development which are all open to girls. These include business executive work, research work, space-buying, copy-writing and the art side.

Which line should be pursued depends upon the particular ability of the girl concerned. Unless a distinct bent for drawing is apparent, it is unlikely that the art side of advertising can be entered successfully. A girl with a bent for writing will naturally turn to the copy side of the business.

A girl with plenty of energy, decision and common sense will lean towards the business side.

The usual method of entering advertising for a girl coming straight from college or school, is to become apprenticed to an advertising agency who will test her out in the various departments of the business.

Such apprentices are usually paid a nominal salary of £1 per week during training, and are selected according to the amount of personality and character they appear to possess.

There is no limit to the salaries which can be earned in advertising. A fully trained and competent executive can earn from £500 to £2,000 a year.

Now to come to a more practical and detailed survey of the advertising business.

Executive Work. This involves taking charge of individual accounts, discussing policy with the client, and agreeing on the method of expenditure on each campaign. The executive then has to arrange for the work to be carried out (by artists, layout staff, copywriters, printers, blockmakers, etc.) and purchase of newspaper or magazine space through the space-buying department. Girls with clear, alert minds and a knack of dealing with clients in a human and tactful way are well fitted for executive posts, provided they have a good grounding in the technical aspects of the advertisement production.

Research. This branch of advertising offers wider scope each year. The fundamental of all good advertising is the truth. Convincing advertisements are those which present the essential information about a product (its price, its uses, and where it can be bought) in an attractive way. To discover all the possible facts about a product requires research, and most large advertising agencies have a department which goes into the merits and demerits, from an advertising point of view, of all goods with which it deals.

Other duties of the research staff are the compiling of statistics—as to sales past and present, population of likely areas in which to advertise, response to gift offers, and so on. The type of girl best suited to this work is one of good education, possessing a trained and logical rather than an imaginative mind. The ability to handle figures quickly is an asset, as is familiarity with books and the power of reading them speedily and thoroughly, and digesting their contents. The girl with a University training is particularly fitted for this work, especially if she has studied commercial subjects. The intensive study over a period of years has accustomed her to the quick handling and collating of facts, and she has the supremely valuable faculty of being able to look at things without prejudice.

Space-buying. This is a specialised job nowadays, involving detailed knowledge of every newspaper, magazine and periodical published, including circulation, rates and class to which they appeal.

Copy-writing. This branch of advertising offers good possibilities to the young woman possessed of a sound education, a feeling for words and a lively imagination. There are many openings for those who can put facts into words that are clear, sensible and convincing. The good copy-writer can command a good salary and the period of apprenticeship need not be long, as it inevitably is in the art department.

Her function is not mere writing though, she must first study the product about which she is to write—its present uses, its possible new ones, the class, sex and type of customer to which it will most powerfully appeal, and so on. She must free herself of

personal likes and dislikes and visualise the product through the eyes of the public for which it is intended.

Art Work. Every advertising agency has its studio, in which artists, draughtsmen, lay-out men, designers and frequently, photographers, are employed. The chief function of this side of a modern advertising agency is the presentation of the advertising theme. This calls for a knowledge of layout and typography more than of drawing, and for this reason it is not absolutely essential for a young girl to have had an expensive art school training before she enters this field. In most advertisements, the actual drawing is done by an outside free-lance artist. It is far better for her to start as an apprentice in the studio and learn from practical experience. She can attend art classes later when she has discovered whether she has the necessary creative talent; also in what direction it lies.

At the present moment, universities and technical schools do not include advertising in their curriculum. It is to be hoped, however, that in the near future, facilities will arise whereby those who wish to train for advertising may do so in the form of post-school vocational training. Those who have helped the profession to reach its present status would certainly co-operate in any such movement.

Agriculture and Horticulture.

WOMEN IN AGRICULTURE.

BY

H. G. ROBINSON, M.Sc.,

Principal, Midland Agricultural College, Sutton Bonington, Loughborough.

The extent to which women may be associated with Agriculture as a career depends very much upon the type of work involved. This does not mean that women are only successful in certain branches, for the experience gained during and after the Great War proved that they could fit in with practically every agricultural activity. The position to-day is not on the same level, for there has been an increasing tendency to associate women with definite side-lines, leaving to men the major responsibilities. So far as certain of the technical training centres are concerned it would appear that women are not as anxious to take up an agricultural training as formerly, and side by side with this fact it must also be borne in mind that the demand for women is not now considerable, especially when there is an abundance of competition from men. Indeed it is beginning to be quite clear that even in the more responsible positions formerly considered to be the domain of women, men are now being appointed. The

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AGRICULTURAL COLLEGE**
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Principal—

CHARLES CROWTHER, M.A. (Oxon) Ph.D.

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The NATIONAL INSTITUTE OF POULTRY HUSBANDRY (including Rabbits) is situated at the College and undertakes the training of students of all grades. Equipment includes large teaching plant and laying trials, the whole covering 40 acres. Finest educational plant in Europe. Courses thoroughly practical.

The College grants a Certificate and Diploma in Agriculture and Elementary and Advanced Certificates in Poultry Husbandry. Courses also to meet requirements of the Examinations for B.Sc. (Agric.) London University, for the National Diplomas in Agriculture and Poultry Husbandry and the National Certificate in Poultry Practice.

Courses are open to men and women. Fees on application.

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SPECIAL FEATURES

Over 500 acres of modern farming. Prize winning breeding stocks of Dairy Shorthorn Cattle. Large White Pigs, and Shire Horses.

Modern commercially equipped Dairy, Poultry and Horticultural Departments.

COURSES

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Certificate Courses of one year in the above subjects and Horticulture.

Next session commences October 2nd, 1939.

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Recognised by the Ministry of Agriculture and Fisheries

Courses:

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and allied subjects**

Preparation for Public Examinations.

Fees from 110 guineas per ann.

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reasons that account for this change are in part linked up with the industrialisation of the agricultural industry in which men have to play an increasingly important rôle, and the fact that there is a growing tendency to consider the claims of men on national grounds.

What then is the immediate future for women in Agriculture? In the past, two sections have dominated the labour absorbing market so far as women are concerned. These concern dairying and poultry husbandry. The dairying industry at the moment is undergoing a great transformation. So far as production is concerned the operations of the Milk-Marketing Board have served to stabilise and extend production on an unprecedented scale. A progressive policy has been pursued in an attempt to persuade producers to place on the market cleaner and therefore better milk by the aid of the accredited scheme. The resulting bonus payments have induced many farmers to employ trained workers, and women are particularly suitable for attending to the many details that are associated with clean milk production. The mechanisation on the dairying side has introduced further complications that concern the maintenance of perfect cleanliness in the case of milking machines, and the reliability of the trained woman is often an important asset. The extent to which women can find employment on the actual production side of the dairying industry is governed by local requirements. As hand-milkers women are second to none, but in these cases their employment is usually associated with the small home farm of the gentleman or lady-farmer. On the larger commercial farms their main field is in the dairy or concerned with the maintenance of cleanliness in utensils, etc. The growth in the sale of milk direct from the farm as distinct from the sale of farm-made cheese and butter has temporarily withheld the demand for women dairy workers, though, on the other hand, commercial dairies have created a large number of posts for women in the private laboratories that most firms maintain. This work deals with the chemical and bacteriological composition of milk, and is linked up with the purity of a good milk supply. This kind of work demands a fairly thorough training such as is given in the course for the National Diploma in Dairying, and some firms require this qualification before considering candidates for vacant posts.

The higher posts on the dairying side have been in connection with the work of county instructresses in dairying and there are also a number of teaching posts at Colleges and Farm Institutes. These appointments provide qualified women with a most interesting life, though more recently the duties in the Counties appear to have been centred very largely upon the giving of instruction in clean milk production to farmers anxious to obtain accredited licences. This is a considerable contrast to a few years ago when the chief duties consisted of butter and cheese-making instruction.

On the poultry husbandry side, the openings for women have been particularly extensive, though it is probable that the life is much more exacting. This is true of most vocations where live-stock in one form or another demand attention. To many, however, poultry-keeping attracts by reason of the more open-air life, and the fact that many have a natural affection for poultry. It is also a branch that in general is considered to harmonise with the physical capacities of a woman requiring an out-door life. Furthermore, for those who have a limited amount of capital and are yet anxious to lead an independent life, the small poultry farm has attractions denied to most other callings. Thus a woman can run a poultry farm when she cannot afford anything larger, while the rate of multiplication is such that it is possible to progress with relative rapidity from small beginnings to quite a large establishment.

The real danger, however, is that many rush into poultry-keeping without an adequate training, and the experiences of the past few years have been anything but satisfactory, since poultry farms have been fighting a depression as much as other farms some years before. A sound knowledge of the Science of Poultry Husbandry is particularly needed when things are not too good, and therefore emphasis must be put on the desirability of getting a good grounding in the theory as well as the practice. Fortunately this instruction can be obtained at many of the Agricultural Colleges and Farm Institutes. The instructional posts on the educational side of the poultry industry have in many cases been filled by women in the past, though there is a tendency in recent years for men to get priority in regard to these. No post worth having can be obtained to-day unless the candidate possesses a National Diploma in Poultry Husbandry, the training for which includes one year's practical experience on an approved Poultry Farm and at least two years reading at an Agricultural College. Many of the minor county posts are held by women, particularly in connection with the management of Laying Trials, which are now conducted in almost every county.

As in the case of dairying there is a very healthy demand for the trained woman on the ordinary commercial farm where the keeping of poultry is either a sideline or the main source of income. More than ever specialisation is a feature of agricultural practice, and it is recognised that the success of a particular branch of agriculture should be determined by its capacity to employ skilled workers. A change has been noted in regard to the main source of profit from poultry, since, at one time, it was generally assumed that eggs were the dominating return. To-day, however, at a modern poultry farm all the year round production is popular for the supply of table birds; this means greater continuity of employment and therefore a more specialised industry.

The other branch of agriculture that appears to attract

women is horticulture, though openings on this side are not so well defined as in dairying or poultry husbandry. It is obvious, however, that there are many branches in the horticultural industry that are definitely suitable for trained women, and it is highly probable that this side will absorb more women in the future, particularly as the development in the market gardening, fruit and flower growing industries has been considerable within the last few years.

The whole country is well served in the matter of training centres. There are two Colleges, namely, Studley and Swanley, which deal with the specialised training of women only, whereas the University of Reading, Harper Adams, Midland and Seale Hayne Colleges, together with the various County Institutes of Agriculture, are co-educational. The important question of the cost of training varies. Some counties are liberal in the award of grants to certain of the educational centres, with the result that residents in favoured counties receive preferential rates. The fees, inclusive of tuition and board residence, vary from about £70 to £120 per annum. Scholarship assistance for those wishing to take up agriculture is available on a very wide basis, but where this is required from county and other sources, the awards are based upon the actual needs of the candidates, and the means of the parents taken into consideration. The Ministry of Agriculture has a special scholarship scheme for the daughters of agricultural workers and of other rural workers whose financial circumstances are similar, and the awards in this case cover not only the actual cost of training but maintenance allowances as well. For other scholarships the appropriate information can be secured by application to the Directors of Education of the County, City or Borough in which the intending applicant resides.

DAIRYING FOR WOMEN.

BY

PROFESSOR E. CAPSTICK,

Professor of Dairying, British Dairy Institute, University of Reading.

For some years past there have been quite a number of reasonably remunerative posts for women in the dairy industry. With the decline of farmhouse buttermaking and the growth of factory manufacture of dairy produce, it appeared at first sight as though the openings for women would be reduced. Such has not proved to be the case. Many factories and milk processing plants have found that trained women make good and reliable laboratory workers. The increased staff required for controlling

the Accredited Milk Scheme has also been partly recruited from women with recognised dairy qualifications. Not a few counties also are employing women to teach elementary dairying to school children, and finally the staff of the National Milk Publicity Council is almost entirely recruited from women with dairy training.

Unless she already has a rural background, a woman intending to enter the dairy industry cannot be too strongly advised to spend six months on a farm before embarking on her technical training. During this period she will learn much that will help her enormously in her subsequent training, and more important still, will be made to realise that milk production, processing or manufacture, is a seven day a week job, and that the regular week-ends of the office worker must be forgotten, at least during the early part of her career if she is to make it a success.

Technical courses available in the country are of two distinct types. For practical work on farms, such as farmhouse cheese-making and clean milk production, the elementary courses provided at Farm Institutes are eminently suitable for those who have no ambition to attempt anything beyond purely practical work. Among the courses offered is a one year course, which enables the student to take the Butter and Cheese-making Certificates of the British Dairy Farmers' Association, or a short course of three to six months' duration, at the end of which a Certificate is given by the Institute if the student attains a satisfactory standard.

Combined tuition and residential fees range from 20s. per week for residents in the county to 35s. per week for other students. Many counties have scholarships which are given to the best students who have taken the one year course, in order to assist them to work for higher qualifications at the Universities or Agricultural Colleges with Dairy Departments. These Universities and Colleges are:—

England.

British Dairy Institute, University of Reading.

Midland Agricultural College, Sutton Bonington.

Lancashire County Council Dairy School, Hutton, Nr. Preston.

East Anglian Institute of Agriculture, Chelmsford, Essex.

The Seale-Hayne Agricultural College, Newton Abbot, Devon.

Studley College, Warwickshire. (Women only).

Wales.

University of Aberystwyth.

Scotland.

West of Scotland Agricultural College, Glasgow.

All the above centres offer a two year course of training, enabling the students to take the National Diploma in Dairying. In addition to the theory and practice of dairying, the course includes lectures and practical work in Dairy Chemistry, Dairy Bacteriology, Dairy Book-keeping, and Dairy Farming. The fees for these courses range from £20 to £35 a year, and the cost of accommodation, if provided in Halls of Residence, will amount to another £50—£80 a year.

In addition to the National Diploma in Dairying, the University of Reading and British Dairy Institute have a three year course for the B.Sc. degree in Dairying. This course is specially suitable for women desiring county advisory work, teaching, or Laboratory appointments. The syllabus for the National Diploma in Dairying is very adequately covered, and in addition Dairy Bacteriology and Dairy Chemistry are studied much more deeply. A student taking the degree in Dairying can sit for the National Diploma in Dairying, the examination for which takes place early in September without any appreciable loss of time. Graduates in Dairying can, if they desire, spend a fourth year at the University, and take a teaching Diploma, which would make them eligible for posts in secondary schools.

Salaries. Women who have taken elementary courses at the Farm Institutes can generally command salaries on farms in the region of £50—£80 per year plus board and lodging. With the exception of posts on the staffs of Farm Institutes, those with higher qualifications are generally non-residential, and the salaries usually start at from £150 to £200 per annum, and in some cases rise to from £300 to £400 per annum. Whilst these salaries may not compare favourably with those available in some professions into which women have won their way, the work for the woman with higher qualifications is invariably interesting and never monotonous. "County" work involves considerable travelling about, and reasonable travelling expenses are allowed by the county authorities. Work in connection with the National Milk Publicity Council involves a considerable amount of lecturing to women's organisations and school children, and in this particular sphere a reasonable knowledge of cookery is an additional advantage. Laboratory work entails more routine than any of the other vocations, but provided sufficient keenness is displayed, opportunity to do a certain amount of experimental work can generally be found.

HERB FARMING.

BY

D.G. HEWER, B.Sc.(LOND.), F.R.H.S.

Herb farming is not an occupation that has been widely taken up in this country and it is not likely to develop, as things are at present, into a large industry. It does, however, offer certain quite definite attractions to girls fond of an open air life who are prepared for hard work and who do not expect high rates of pay.

The work may be taken up as whole time work, or as part time work, for it is many sided, and very adaptable to individual needs.

Let us consider first the case of the girl who wants ultimately to run her own farm for her livelihood. It is not every girl, even with the right training, who can make a success of this, for the work will demand initiative, ability to make the very most of opportunities, business acumen and unlimited commonsense, added to a well-founded knowledge of practical herb growing, and some experience of markets. In many ways herb growing is still pioneer work and there are no well-known precedents to follow, but to the right type of mind this is part of the attraction. It is quite impossible to say that given certain conditions, such and such a return is probable.

It is possible however, with a fair capital, to build up a business showing a profit.

The ways of building it up will vary with the particular bent of the owner, the position of the farm, soil and so on. Unless a really big capital is available it is essential for the intending farmer to have specialised in herbs, even if she happens to possess gardening experience, otherwise so much time may be lost. I know this to be so from my own experience. It is possible to grow only a few crops in a fairly large way; or upwards of two hundred different herbs may be cultivated. Culinary herbs may make a special appeal to some, medicinal to others, or pot pourris, herbal teas, candies, etc., may be undertaken.

Whatever the nature of the farm, by far the greatest expense is labour. The difficulty is often greatest when demand for the product is found to exceed one's own limit of production and hired labour must be engaged. Then arises the question of how much production must be increased in relation to labour and this may be difficult to decide.

The available capital must be enough to erect a simple type of drying shed, in addition to buying or renting the land itself and a cottage to live in. Apparatus required is simple—chaff cutter, sieves, storage tubs, sacks and the drying trays comprise the bulk.

The amount of land required depends, of course, on the type of work to be undertaken, but, speaking generally, more land will be required for such crops as culinary herbs, where only, say, five or six types are going to be grown, than would be necessary if the chief aim is pot pourri, herbal jellies, medicinal sweets and so on.

It can readily be understood that should a girl live in the country and have a large garden at her disposal with perhaps the possibility of renting a field nearby, she will be in an exceedingly advantageous position and even if she can only give part time to the work, has, to say the least, an opportunity of making pocket money out of her garden.

There are many girls, who, on leaving school, are anxious to take up some independent work, but whose Mothers need them at home. Such girls, after a year's training, and given a garden, are able to combine the two things in a way not possible with many occupations.

I am often asked what prospects there are of paid posts after training. At present there are not many, but a number of my own students have now started work on their own and as they get on will want help—and there are several posts on this farm. I am asked for trained herb workers from time to time, but, as is only to be expected with such pioneer work, there is more scope at present for those working for themselves.

It must be remembered that herb farming includes many of the ordinary gardening operations as well as a great deal besides, so that if the student possesses no gardening knowledge this must be acquired as part of the training. The length of time necessary is at least a year, but may be more if the student has done no botany or gardening and wishes to start on her own. For those who have good experience and merely wish to add the herb part of the training, shortened courses may be useful, but in this case it will not be possible to follow the life of the herbs over a complete cycle and no amount of theoretical knowledge will be adequate when it comes to determining exactly the right time to harvest, modes of dealing with unexpected pests, and problems of the drying room.

The training given on this farm has also been found useful by girls who have just left school and who are thinking of going to one of the horticultural colleges, but who have had no experience of outdoor work and who are not quite ready to profit by the college teaching.

Herb growing may also be successfully combined with bee-keeping, and a clever bee-keeper could market special honey, such as thyme and lavender honey and obtain a correspondingly higher price.

WOMEN IN HORTICULTURE.

BY

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Gardening is in our own land the most popular of hobbies. The town-dweller indulges this love of growing things in window-boxes and on flat roofs. Suburban men and women vie with each other in cultivating their plots, while those in the country districts indulge in rock gardens, water gardens, formal gardens and grand herbaceous borders, or plan the large-scale layout of grounds, planting specimen trees and opening up vistas for those who come after. When the gardens are open to the public, many thousands wander round and quietly enjoy both the beauty of broad effect and the individual charm of shrub and tiny plant. This love of gardens seems indeed almost characteristic of our race, and it is scarcely surprising that an increasing number of girls consider Horticulture as a career.

It offers a considerable variety of openings, the choice depending on inclination, character and educational standard, as well as on the kind and length of training. But, speaking generally, hard work, willingness to carry responsibility, the right personality and the possession of good qualifications will carry a girl to the top of the tree. On the other hand, it should be borne in mind there is practically no satisfactory opening for the girl who from choice or necessity would enter the profession without training.

It will be best to consider first the possible openings in gardening for trained women, and then to deal briefly with the training available and the qualities needed in those who should be encouraged to take up the work. The openings fall into four main groups, though there is considerable overlapping and many of the posts available could be classified in more than one group.

I. Educational and Administrative Work.

This includes:—

(a) Appointments under the Ministry of Agriculture and Fisheries. Women have been appointed as Inspectors of Horticultural and Agricultural Education, and are serving in some of the other departments of the Ministry. Such posts require a university degree or, in some cases, the National Diploma in Horticulture. They are pensionable, salaries increase with length of service, and they afford an interesting opening for women with experience.

(b) Horticultural officers under the County Councils. Some women are already engaged in this work, and more appointments may be expected as suitable women apply for the vacancies. A good knowledge of commercial horticulture is required. Supervision of school gardens is likely to form part of the work, and lecturing and demonstrating to Women's Institutes will also be

required. A knowledge of Fruit and Vegetable Preservation and of the dietetic value and usual methods of cooking fruit and vegetables are often needed in such posts. They are pensionable. Candidates must have a degree or national diploma and good experience.

(c) Lecturers and Instructors in Colleges, Farm Institutes and Schools of Gardening. A limited number of such posts are available, and they afford congenial work for those with ability to teach. If the holder of such an appointment has a degree in Horticulture, she may be required to teach some branch of Horticultural Science as distinct from Horticulture. In other cases, lecturing in some section of Horticulture is combined with responsibility for a department of the gardens. Women may be appointed for practical instruction and demonstration only, combined with responsibility for a department. For most of these posts, again, a degree or national diploma is likely to be required. Some such appointments are pensionable.

(d) Training College work. Several of the Teachers Training Colleges have women members of the staff responsible for the gardens and grounds and for managing the labour employed. They are often required also to give courses of instruction in gardening to the Training College students. The scope of the work varies considerably in different institutions. It demands organising ability and where teaching is required the highest qualifications will be necessary.

(e) An increasing number of schools appoint women in charge of their gardens, playing-fields and grounds, and such a post may involve large-scale work amounting almost to estate management if the acreage is large. On the other hand, it may be that the only labour to supervise is a lad, or the post may even be single-handed. In many cases, some instruction in gardening is also required; again, good qualifications are essential for the better posts.

(f) Social work. There are occasional openings for gardeners in connection with social work. Appointments are offered to instructors in gardening whose work will lie among unemployed girls, mental defectives or girls under supervision. These may not be highly paid posts, but they offer a chance to those who want to combine gardening with a form of social service.

II. Scientific Work.

(a) Research. Many girls are attracted by the idea of undertaking such work, but openings are very limited in number. A good university degree and real aptitude for the work are essential. Horticultural research is carried on in a number of special centres in this country, and most of them employ some women.

(b) Botanist Gardeners are appointed by some University Colleges and also by some schools. This work includes the growing and preparation of plant material required for classes

and probably some demonstrating also. Responsibility for gardens and grounds may form part of the Botanist Gardener's work. A degree or good diploma is essential. Plant-hunting, an unusual opening, has been undertaken by more than one woman with a love of adventure combined with a knowledge of botany. Opportunities for such work are, however, few.

III. Commercial Work.

This falls into two main groups according to status. A woman may either be running her own market-garden, nursery or plantation, or she may be a paid worker.

(a) Owner Growers require capital, the amount depending on the crops grown, the size of the undertaking, and whether, while building up the business, it is possible to combine some other type of work, as, for instance, jobbing gardening, garden advisory work or garden planning on a small scale. The grower may specialise in glasshouse work, market gardening, nursery work, the production of bulbs, fruit growing, etc., or may combine more than one branch in her venture. In deciding where to start, she must consider what markets are available and the character of the climate and the soil must also be taken into account. A partnership is often advantageous in providing more capital and the possibility of taking a holiday when the work allows. A girl who intends to take up this work must have good business ability and judgment. It is useless to grow if one cannot dispose of the crops advantageously and really build up a profitable undertaking. Hard work is essential. Many women, however, are happier when working for themselves, but it is advisable to have some years of good commercial experience after training before starting a business of one's own.

(b) Paid Workers. It has to be admitted that salaries for this type of work are disappointing when compared with earnings in other branches of gardening. Valuable experience may be gained, to be used later in starting a business. Specialised knowledge of growing a particular type of plant, as, for instance, Alpines, may also be obtained in a good nursery, and an understanding of large-scale production that would be very valuable to a woman hoping later to undertake administrative work. There are also a limited number of responsible commercial posts.

(c) Jobbing might be included here or in the following section. It offers an opening for a girl wishing to live in a particular district and there is usually plenty of work to be had, except in the depth of winter. Earnings average about 10s. per day, and charges may be higher for such special work as pruning, replanting, etc. Some women have built up quite a big connection and employ a good deal of labour.

IV. Private Gardening.

Posts of this nature vary from sole charge of the small garden to responsibility for a large one in which a number of workers are employed.

As far as experience goes, a girl seeking her first post would be well advised to become an under-gardener, but there are more openings in charge of small gardens, and many a girl starts her career with this responsibility. Sometimes she has a lad working under her. She thoroughly enjoys planning the cropping of the garden, ordering seeds and plants under her employer's direction, and trying out what she has learnt during training. After two or three years she is ready for a more responsible post, and may either become a head gardener in a private garden or perhaps in a school or other institution. Some girls, in their first posts, work in one section, and particularly in the flower garden.

There are other branches of Horticultural work that should be mentioned.

Garden Design.

This title covers a wide range of work. There is Landscape Architecture, necessitating a highly specialised training followed by good experience, and leading to a varied and interesting career in the planning of gardens. A woman having such work in view needs capital behind her, as the demand depends on financial conditions in the country and falls off in times of depression. She must also have good business ability and the tact and quick understanding needed in dealing with clients. The University of Reading offers a full course in Garden Design, and training may also be obtained by becoming a pupil in the office of a really good Garden Architect.

Simple garden designing is sometimes undertaken by a woman running her own nursery, who will undertake the planning and planting of flower borders, shrubberies, rose gardens, etc., or the artistic treatment of a small plot with great success. The private gardener also sometimes has scope in this direction, and it is certainly one of the most attractive types of work.

Florist's Work.

This really is distinct from Horticulture, though it is often taken up by those already trained in gardening. Training should be undertaken at one of the good schools that have now been established, and the worker should eventually have her own florist's shop or combine floristry with nursery work. For this there is a good opening in some districts.

Fruit and Vegetable Preservation.

Some training in this work may be useful to a girl who has produce from her own plantation or market garden to preserve for sale. The knowledge is often required by those applying for county appointments, and it will always be useful to a girl in her own home. Students in training are strongly advised therefore to include this subject in their course.

Training.

Length of training for professional purposes varies from one to three years, but the longer courses are strongly recommended.

In most centres one- and two-year courses lead to certificates, and three-year courses to a degree or a diploma. Preparatory to entering for a degree course, a girl must have matriculated or gained exemption from that examination. Particulars of the centres of training, which include Universities, Colleges and Farm Institutes, and some information on courses are given in Leaflet No. A695/T.E., which may be obtained from the Ministry of Agriculture and Fisheries, 10, Whitehall Place, London, S.W.1. Further particulars may be obtained from any of the centres included in the list.

Training is also offered at several private schools of gardening, where the practical side of the work is of special importance. Information on these schools and also on those included in the Ministry's publication may be obtained from The Women's Farm and Garden Association, Courtauld House, Byng Place, London, W.C.1. Fees for training range from approximately £100 to £150 per annum for residence and tuition. Students taking courses at Farm Institutes supported by their counties will be charged rather lower fees.

Scholarships.

Scholarships tenable at Universities, Colleges and Farm Institutes, are awarded by Counties, Cities and Boroughs, and information as to these may be obtained from Directors of Education or from Horticultural and Agricultural Organisers.

Scholarships are awarded by the Ministry of Agriculture and Fisheries to the daughters of rural workers and others of similar income limit, and also to those who have themselves been workers on the land.

Universities and Colleges also grant certain scholarships, and particulars of these may be had from the institutions concerned. There is still need for more scholarships, but it is possible for a girl to obtain substantial assistance amounting in some cases to all the expenses of training, if her circumstances warrant it.

Salaries.

A girl contemplating a training in Horticulture must naturally ask what return it will bring.

In giving figures, it has to be remembered that frequently a gardening post is resident. In other cases a furnished cottage and an allowance of fuel and produce form part of the salary. Generally speaking, however, a girl will be paid a minimum of £1 per week resident in her first post, and many more highly qualified will receive more. Salaries range up to £300 per annum; some women earn up to £400 and there are certain posts where the income is well above that figure.

Salaries are not everything. There is the joy of outdoor work to those who love the country, and the health it brings with it.

A girl choosing Horticulture as a profession should be

reasonably strong and healthy and prepared to be out in all weathers. Great physical strength, however, is not required, but the capacity and the will to work hard are essential if a real success is to be made of the career. General ability, willingness to take responsibility when ready for it, power to organise and to think clearly, are most important. Some branches of the work require artistic sense, others need business ability. A natural interest in Botany, and a love of growing things and of outdoor life often indicate that gardening would be a happy choice for a career. It needs to be remembered that the openings are very varied and afford a wide choice of work depending on individual bent. Yet another fact to be borne in mind is that, though the great majority of those who train in gardening eventually marry, they very frequently have the opportunity of continuing work in their own gardens, and those who have really delighted in gardening have an interest that abides with them through life.

MARKET GARDENING FOR WOMEN.

BY

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Since there is a constant demand in all towns for fresh home-grown produce, market gardening is an important branch of the horticultural industry.

Women, to be successful, should have a thorough knowledge of the work, good business capacity and enough capital to tide over the first year or two. In addition they should possess an unflinching determination to set and maintain a high standard of efficiency in the growing and marketing of the crops. So much that is stale, battered or bruised is offered to a public which longs for really fresh produce, and the grower or salesman who can guarantee fresh sound goods at a fair price will have a beaten track to his door.

There is much foreign competition to-day, and produce arrives in this country well graded and attractively packed for the salesman, but no goods that have travelled from abroad can be quite as fresh as those produced at home.

The market gardener of the past seemed to concentrate on production and made little effort in grading and packing; to-day the standards have changed and the up-to-date grower realises the importance of grading and attractive packages.

The term "Market Gardening" is a wide one, embracing many types of gardening. The fruit grower and the nurseryman are specialists in their particular lines, and the market gardener usually concentrates on vegetable production and often includes flowers and some fruit, either under glass or in the open. Before embarking on an enterprise it is important to decide on the

particular line of production and to follow it through in suitable surroundings and with adequate equipment. Ordinary vegetables are more profitably grown on a large scale, when horses or tractors can be used to reduce hand labour to the minimum. Many farmers produce crops of potatoes, greens, peas, beans and roots in bulk, and their equipment enables them to do this economically. There is little to be made out of these vegetables when grown on a small scale and hand labour is poorly repaid.

The returns for such crops may average about £40—£50 per acre, from which must be deducted the cost of production, and unless the area of the farm covers at least ten acres the annual profit is not good enough.

From a woman's point of view a more manageable and profitable type of market garden business would be one that was intensive in nature, the area involved comprising some 2—4 acres. This might be intensively cropped and with the assistance of frames or glasshouses or both, much could be produced in a comparatively small space.

There is a good demand for early crops in most districts and the amount of capital involved at the outset should be amply repaid by the increased production and higher returns.

The French garden system of intensive cropping is an excellent one for early vegetables, but it requires considerable skill, and where there is the knowledge as many as five to seven crops may be taken from the ground each year. The annual gross returns may amount to £600 for a 2-acre holding, giving a profit of £200. This type of garden involves a capital expenditure of just over £1,000, for some 900 frame lights and 6,000 cloches are required.

This is specialised work but serves as an interesting comparison with large area field work, where only one, or at the most two, crops are realised from the land each year.

In these days, when so much land has a building value and the market gardener is faced with high rents and expensive labour, the easier-to-grow crops should be left to the farmer and other types chosen where more intensive methods are needed.

Such crops as early Lettuce, Radishes, Carrots, Turnips, Cauliflowers, Peas and Celery can be produced early in frames and meet a ready sale; Seakale and Rhubarb are also much in demand.

Violets and Anemones are easily produced early in frames.

From a July or August planting a profitable crop of Strawberries may be gathered three weeks before the outdoor crop, and these only require covering with frames or cloches from February onwards.

When heated glasshouses are available, early crops of Tomatoes and Cucumbers will provide a good summer crop, and in autumn these may be filled with Winter Lettuce, late Chrysanthemums or spring bulbs.

Whatever crops are chosen it is important to weigh the cost

of production with the value of the crop, and the latter will depend very largely upon the method of disposal adopted. Local demands must be studied to save cost of transit, and in most towns there is a ready sale for all the crops mentioned above.

Suitable land at an agricultural rate should be found within easy reach of a good town and railway station and near a main road. There must be an adequate supply of horse manure close to the garden, which can often be obtained at a moderate cost from riding stables or kennels. Water must be laid on and a cart or van will be needed to convey the produce to the town.

There are several ways of disposing of the crops, and a point to be remembered throughout is that consistently well-graded produce will command a good name and price for the grower, whoever the purchaser may be. A really good grower, however, may experience difficulty in selling as a result of her inability to prepare her crops or lack of business ability.

The following are a few suggestions:—

(a) *Direct to consumer.*

In the early stages or until bulk is produced everything should be retailed if possible. If near a town or on a main road customers will come to the gardens and a shed may be equipped as a shop.

In addition a good connection can be worked up in a market, be it covered hall or cattle market; a stall costing 5s. to 10s. a week can be rented regularly on the principal day of the week, and a considerable quantity can be disposed of for ready money if fresh and sound.

Quite a good trade can be done with a house-to-house round.

(b) *Wholesale.*

As production increases quantities can be offered to shops and wholesalers. In order to work up a good and lasting connection regular visits must be paid on buying days, showing that you can be depended upon, and in this case and until you rise to the heights of receiving orders, it is well to remember that "the early bird catches the worm."

With specialists in one or two crops, and where the output exceeds the local demand, the produce must be packed in regulation packages and sent by rail or road to Covent Garden, or other large distributing centre, but returns received are often disappointing unless a constant supply can be maintained in large enough quantities to justify the cost of packing and transit.

In all cases the grower must be a good gardener and make every effort to present the produce to the consumer or salesman in a perfectly fresh and attractive condition. The first-class salesman to-day buys from Covent Garden where he can rely upon good grading and packing, but he will deal with a grower direct if the latter can be relied upon in this respect. The average private gardener has no idea of marketing and little sense of values,

otherwise much might be made out of private gardens to-day.

When considering training, if growing has to be learnt as well as marketing, the first two years should be spent in a good practical training school where experience can be gained in the actual growing, handling and selling of all kinds of produce. Employment should be sought in some market garden for a further period of two or three years before beginning.

It is impossible to grasp the secrets of good cultivation from theory alone, and success is only assured to those who really have learnt by experience.

To gain further experience after training a post may be obtained in a market garden at a salary of £40 to £50 resident per annum, or 35s. to 50s. weekly, non-resident. Salaried posts in this branch are not very easy to obtain at present, but the demand for capable women is increasing.

Market gardening offers many opportunities, and the woman with good practical experience and business capacity has every chance of building up an interesting business which will provide her with a good income.

Length of Training	From 2 years.
Cost of Training	£90 to £120 p.a. resident at a practical training school.
		£30 to £40 p.a. tuition only.
		£110 to £140 p.a. resident at a college.
		£40 to £50 p.a. tuition only.

NURSERY GARDEN WORK.

BY

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Nursery Work may be defined as that of raising young plants for sale to people who wish to grow them on to maturity.

Comparatively few women have turned their attention to Nursery work, yet some women have made a conspicuous success of this branch of horticultural work. The work appeals especially to women who wish to be independent and to manage concerns of their own. The main essentials for the success of any such undertaking are a flair for business and organization, good health coupled with a capacity for hard work, a good knowledge of plants and sufficient capital. Given these requirements, there are good prospects at the present time for interesting work and good returns on outlay.

Many women are hampered by lack of capital. It is difficult to say how much is required, as it depends on the price of land in the district and on the type of equipment required for the particular branch of the work it is desired to pursue, etc. It is

important to distinguish between initial and working capital. The proportion between the two will vary with different branches of the work. After the nursery has been bought and stocked, there should be enough money left to cover the working capital required and, not only living expenses until sufficient returns begin to come in, but a sum to meet unforeseen emergencies as well. If the period of waiting is likely to be long, some form of commercial crops giving quick returns may be grown for a time. Commercial and jobbing or advisory work is not infrequently combined with the raising of plants for sale.

Much responsibility rests with the head of a nursery, and it is often an advantage for two friends to combine. A desirable partnership is for one partner to possess business capacity and the other a sound practical knowledge and the "green fingers" of a good propagator.

Some women obtain paid posts in existing nurseries as propagators, foremen over women labourers, in connection with exhibition work, etc., but on the whole these posts are comparatively rare.

The term nursery work really covers a group of highly specialised occupations, and nurserymen usually select one or at most two branches of the work. Though in some districts there are openings for mixed nurseries, the modern tendency is to become specialized. The chief types of plants raised are bedding plants, rock and alpine plants, herbaceous perennials, bulbs, shrubs, trees and fruit trees.

Bedding Plants. The raising of bedding plants offers many attractions, little ground is required, the returns are quick, the work is comparatively light, it can be combined with jobbing or commercial gardening or other forms of Nursery Work and it can also be carried on as part time work by a woman living at home and can be worked up from a small beginning.

A good position for such a nursery is in the suburbs of a large town or other thickly populated area where there is a market at the door. A postal trade may also be developed through advertisements in gardening and local papers. Capital outlay will be required for a glass house, frames, and a potting and packing shed. Standing ground is also desirable, but little working capital is required as seed and seed boxes are not a large item of expenditure.

The bulk of the work in such a nursery comes in spring and early summer when additional paid labour may be necessary. At other seasons the glass may be used for quickly-grown pot plants, salads and forced vegetables or bulbs. The raising of bedding plants is often used as a "pot-boiler" by those engaged in other branches of the trade.

Rock and Alpine Plants are easily raised and the work is light and especially suited to women. Most of the advantages detailed for raising bedding plants apply also to an alpine nursery. The work is not as seasonable, the returns not quite as quick,

and the fact that it is necessary to look further afield for a market entails advertisement and perhaps some exhibition work. The Nurseryman has a wider choice of situation. A warm, well-drained soil, free from lime, is the chief requirement. A good stock of plants, frames, cloches and small pots are needed but a glass-house is not essential.

Herbaceous Plants. The raising of these offers a wide scope. The Nurseryman may specialise in one or in a few popular plants, e.g., violets, irises, delphiniums, etc., or she may have a more general stock. Some Nurserymen raise plants in bulk for the wholesale trade, others rely on a retail connection.

A greater area of land is required for herbaceous plants than for either bedding or rock plants as all the plants are hardy and will be grown in the open ground. Frames, cloches and sometimes a glass-house are needed for propagation. The requirements differ with the type of plants grown. A "kind" soil such as a good medium or light loam or an alluvial soil in which plants increase quickly is desirable, also a good water supply, otherwise the position of the nursery is of little importance, unless a mixed local trade is desired.

Bulbs require a special type of soil such as that found in the Fen District round Spalding and Wisbech and in some parts of Wales and Cornwall. The propagation of bulbs is highly specialised work, but one on which a number of women are engaged, either on their own farms or in connection with those of their families. Land suitable for bulb-growing is very expensive and may cost up to £100 an acre if sold in small lots.

Shrubs and Trees. These nurseries require a much greater land acreage than the others just mentioned. More capital is also needed as horse or motor cultivation is necessary and there is a longer wait for returns. Much of the work is of the heavy type. Perhaps these considerations have prevented many women from taking up these branches of Nursery Work, but given the necessary capital and organizing ability, there is no reason why women should not be successful. Some Nurserymen specialize in one type of tree or shrub, e.g., roses, ericas, etc. The raising of fruit trees is highly specialised work.

Some shrubs may be raised in a mixed nursery, but the owner will probably find it more advantageous to buy from specialists for re-sale.

Training. At least two years should be spent in serious study of both the principles and practice of horticulture at a Horticultural College. It is important to choose one which offers facilities for becoming acquainted with a wide range of plants as this knowledge is essential for a successful undertaking. Markets are soon saturated with well-known plants and owners of gardens demand something fresh. After her College training, a woman should spend some time in good nurseries to gain a wider experience of commercial methods before starting a nursery of her own.

THE POULTRY INDUSTRY.

BY

MRS. W. G. BAYLISS, M.S.P.B.A., N.U.P.S., N.F.U.

The Pillars Pedigree Poultry Farm, Chipping Norton, Oxon.

Among the many and varied careers open to girls, those connected with the Poultry Industry cover a wide field and offer excellent opportunities to the girl who is ambitious and keen on the work she has undertaken. Of all the outdoor occupations it is, perhaps, the one most suited to girls and women; for, although an active life, the work is comparatively light, and is full of that interesting detail in which women excel.

The girl most likely to make a success of this work must be conscientious and prepared to put the well-being of the stock under her care first, at all times. Experience has also shown that the most favourable time to start training is just after leaving school.

On the practical side it is usual to start, after training, as a junior assistant on a poultry farm, rising from that position, by stages, to manageress. A poultry assistant will probably start at a salary of £2 a week if living out, or about 15/- a week if she lives in and a deduction has to be made for board and lodging. The time taken in reaching a managerial position naturally depends on the individual, but to a great extent the length and quality of the training period also plays a large part. Courses of varying length can be obtained on several farms, but a course of twelve months duration has many advantages and is strongly advised. The work changes with the seasons of the year, and the experience gained as a student on a well-established pedigree farm, covering incubation with mammoth and small incubators, pedigree hatching, chick-rearing under various systems, trap-nesting, selection of breeding stock, egg-production and the different methods of feeding throughout the complete period, will be of great value and fit the student for a better post in a shorter space of time. A certain amount of theoretical training is given in these farm courses, usually sufficient for the type of post described.

Several farms are prepared to accept a nominal premium for the longer course if the student is willing to give her services in return for training, and some will offer board and lodging at a moderate price.

Any information on the suitability of a farm for training purposes can be obtained from the Agricultural Organiser of the county in which the farm is situated.

On the educational side of the Poultry Industry there are other opportunities. Most counties employ one or two Poultry Instructors under the Agricultural Education Committee and in

many cases these posts are held by women. This is interesting work and covers among other activities lecturing in different parts of the country to Poultry Societies, schools, Women's Institutes, etc., and visiting farms in an advisory capacity. They also supervise the County Laying Trials in those counties in which they are held. A post of this kind provides great variety and a certain amount of travelling around the district. A useful stepping stone is to spend a year or two as manageress of one of the County Laying Trials. This work is also under the County Authorities and the experience gained is of great value.

It is necessary to hold the National Diploma in Poultry-Keeping to obtain an educational post and the training for this covers a period of three years. Twelve months are spent in practical training on farms approved by the National Poultry Council and no period of less than four months on any one farm may be counted. It is advisable to have the farm approved before training commences, as no list of approved farms is issued, the practical training of each student being considered when application is made. Students are advised to take the practical side of their training first, before going to an Agricultural College. This is not compulsory,—it may be taken later if desired,—but it is strongly recommended.

The course at College covers a period of two years and if the twelve months' practical training has been completed the final examinations may then be taken. Further particulars and names of Agricultural Colleges which train students for the National Diploma may be obtained from the Secretary, National Poultry Council. Fees for training vary so greatly that it is not practicable to give any definite figure.

With regard to prospects, an assistant Poultry Instructress can earn about £175 per annum with travelling allowances. Other posts which are open to women include advisory work on the staff of firms selling foods for livestock and, as much of the work may be in answering enquiries from the firm's customers on nutrition, etc., a theoretical course at a College is a necessary part of the training, even in cases where the Diploma is not an essential qualification. Firms of this description often run an experimental farm with the chief object of trying out the various combinations of food before placing them on the market and the girl interested in experimental and research work, and keeping records will find a post here full of variation. Others, scientifically inclined, will find an opening in one of the several laboratories and research stations situated in various parts of the country, where the testing of blood-samples, post-mortem work and research into the various diseases of poultry are carried out.

Chick-sexing has recently provided a new outlet in the poultry industry and is an art which is particularly suitable for women. This method of separating the sexes of chicks as soon as they are hatched was discovered by the Japanese, who are at

present working in the country under permit, until such time as there are sufficient trained English people to undertake the work. This work is carried out under a 300 candle power electric lamp and requires strong eyesight, light supple fingers and powers of concentration above the average. Women are proving more adaptable than men at chick-sexing and to a woman belongs the honour of being the first English Commercial Chick-Sexer.

The training costs are fairly high owing to the numbers of day-old chicks used, and it is necessary to handle large numbers in order to become proficient. After accuracy in sexing has been acquired, practice is necessary to obtain speed, as the chickens should be sexed at the rate of about 500 per hour. This speed can only be achieved by regular practice, and the training should only be undertaken with teachers who can arrange for sufficient chicks to be available, unless the student is in a position to get plenty of practice on her own.

The work is seasonal, covering about six or seven months in the year, and is generally paid for at a price per thousand chicks. Some chick-sexers prefer to work two or three days a week, others take on several farms or hatcheries in a district and spend so long every week at each place. The work is highly paid, the highest in the poultry industry, and the prospects are good in this particularly skilled branch of the work. There is no "commencement" salary since a girl must be first-class to obtain work at all. Once this is accomplished, she can earn as much as £5 a day.

APPEAL SECRETARY - - - - - (see SECRETARIAL WORK)

ARCHITECTURE.

BY

F. R. YERBURY, HON. A.R.I.B.A.

There is no reason why the architectural profession should not be as attractive to women as to men. It is the most fascinating of professions, embracing numerous and varied interests, and covers a far wider field than is generally supposed.

Qualifications. The qualifications needed to ensure success are correspondingly varied. An aptitude for drawing is an essential, for in a sense draughtsmanship is the language of an architect. Through its medium he gives expression to his ideas. Imagination, reasoning power and good taste are required, to say nothing of that rare combination, artistic temperament and business ability. For it must be remembered that it is the

architect's business not only to design, but to see designs carried out to the satisfaction of the client. The work, which commences on the drawing board, before completion, passes through many stages which need careful and tactful attention. A good standard of general education, including mathematics, is a necessity for anyone contemplating architecture as a profession, and a girl having acquired this, and having assured herself that she is really fitted for an architectural career, should make up her mind for some years of serious study.

Training. Before entering an architectural school some early training in drawing and colour is valuable, and this may be supplemented by attendance at an art school or a technical school where architectural drawing and elementary examinations of the School of Arts will be the standard aimed at.

On leaving school a student has two methods by which she may train for the architectural profession; first, by entering an architect's office and devoting part time to technical classes, but she would be far better advised to proceed at once to a recognized School of Architecture, a list of which may be obtained on application to the Royal Institute of British Architects, 66, Portland Place, W.1. The period of training in a school is normally five years. At the end of the third year a student who has progressed satisfactorily will be granted exemption from the intermediate examination of the R.I.B.A., which is the examining and controlling body of the profession. The preliminary examination of this institute she will have already disposed of by producing evidence of having passed one of the recognized examinations, such as matriculation. The next examination is the institute's final examination, and this she should be able to sit for at the end of the fifth year, and, if successful, she is eligible for election as an associate, and is entitled to use the letters "A.R.I.B.A." after her name, subject to twelve months' office experience. The school training should give her a thorough grounding in architecture, but even so, the office experience must be gained before a student can become of any great value to a practising architect as an assistant.

Prospects. A year or so in an office as an "improver" at a small salary after the school training should entitle a girl to consider herself a useful assistant, and she should then be able to obtain a salary of from three to six guineas a week, according to the length of her experience and her qualifications. Some girls may prefer to remain as architects' assistants rather than undertake the responsibility of a practice themselves; but the majority no doubt will be quite prepared to accept this responsibility, and it is then that the value of a sound training will be realised. It is quite the usual procedure for young architects to work as assistants until such a time as they are able to commence a practice, and as they must probably look to their friends for their

earliest work, it is not wise to neglect the social side of life. Many of the largest buildings erected in the country have been from winning designs in competitions, and it is such competitions which often give the young architects an opportunity of coming to the front. Women architects may, perhaps, shrink from handling large building problems, but there are many branches of architecture in which they may play a most important part, such as housing, interior decoration, garden design, etc., all of which are covered by the Architectural Association's five years' course.

Requirements of the Royal Institute of British Architects.

1. *Probationership.* (£4. 4s. 0d.) A student must produce satisfactory evidence of a good general education either by

(a) producing a certificate of a recognized examination covering certain subjects, inclusive of freehand drawing, or

(b) producing a certificate from one of the recognized Schools of Architecture to show that the student has passed an entrance examination.

2. *Intermediate Examination.* (£5. 5s. 0d.) A student must have attained the age of 19 years and qualified by passing the intermediate examination which is a technical test. Exemption from this examination is granted to students possessing a certificate proving a satisfactory course of study in a recognized school of architecture.

3. *Final Examination.* (£6. 6s. 0d.) A student must have attained the age of 21 years. The examination is to qualify for candidature as Associate R.I.B.A. Exemption from this examination is granted to students possessing a certificate proving a satisfactory course of study in a recognized school.

The Architectural Association School aims at giving a thorough architectural training in close contact with the profession and is the largest of the schools.

The course is arranged to cover five years, and after passing the final examination, the student gains the Architectural Diploma which entitles her to election as an Associate of the Royal Institute. As an alternative, she may, after passing the examination at the end of three years be exempted from the intermediate examination set by the Institute, and leaving school may work independently for the final examination which qualifies for election as associate of the Institute (A.R.I.B.A.).

Length of Training	5 years.
Cost of Training	312 guineas.

ARCHIVE WORK FOR WOMEN.

BY

MARY WALTON,*

Local Librarian and Archivist, Sheffield City Libraries.

“Archive Work” is the correct care of the documents recording the proceedings and privileges of an administrative body, an institution, or a judicial court. The documents are minutes or enrolments of proceedings, letters, accounts, title to property (deeds, maps, etc.), instructions, assessments, memoranda, and similar papers. If the body has had a long life, or has taken over the duties and archives of an earlier body, many of them will be old, fragile and written in peculiar and disused scripts. They are valuable not only to the administration itself, which may need to refer to them in connection with its present activities, but to historians and many other research workers; much modern research is necessarily based on documents, which give authentic details of actual events, figures and methods.

Such work has always been necessary, and in the case of the national records has always been done—though with varying degrees of efficiency; but it is comparatively recently that the records of local government units and other local public bodies, and the collections of documents acquired for the use of students by libraries and private institutions, have been put in charge of persons competent to read, arrange and catalogue them, and to keep them properly packed and repaired. Many of these posts are filled by women (though some older institutions, including the Public Record Office, are almost entirely staffed by men); but these positions are not numerous as yet. It must be stressed at the outset that at the present time “getting into archive work” is not a matter of going to a particular college or applying through any recognised channels. Self-training, chance, and transfers from other professions, all play their part at present, since there are not enough assured posts to justify the existence of a training school or a fixed set of qualifications. There is, however, a tendency towards an increase in the number of such posts, especially in County Record Offices, City Record Offices, and Public Libraries; and consequently there is the possibility that in the future the profession will become organised on a fixed basis.

It is, of course, already clear what the qualifications of an archivist, both natural and technical, should be. The natural qualifications are patience, accuracy, neatness, and interest in the work (the latter most essential, since much of it is dull to all but the enthusiast). The branches of study about which the archivist must know something are law, administrative

* On behalf of the Technical Section of the British Records Association.

history, Latin and Norman French, palaeography (the study of disused handwritings), and the auxiliaries to history (chronology and the study of seals, for instance). The actual duties include the cleaning, stamping, numbering and repairing of documents; the making of lists, catalogues and indices; the planning of proper methods for keeping them safe in boxes and packages; the understanding of building problems, such as ventilation, dealing with damp and dust, proper ways of shelving, etc.; and the production of documents to students under proper safeguards. It will be seen that the ideal archivist needs to combine aptitude and liking for study with the practical virtues of neatness and attention to detail. Graduates who are attracted to the work generally make good archivists, but a university course is not in itself sufficient training, and a certain amount of self-training is always essential.

Self-training is, however, in this profession, both possible and profitable. The text-books needed for archive theory are few, and the existing ones are excellent; the acquisition of skill in palaeography is largely a matter of practice, and the difficulties can easily be overcome by the stout-hearted. It is possible for anyone with energy to acquire the rudiments of archive science and palaeography, etc., by studying in the nearest large Public Reference Library. The three best books for preliminary reading are: "The Care of Documents," by Charles Johnson (S.P.C.K. Helps for students of history, price 6d.), "A Manual of Archive Administration," by Hilary Jenkinson (2nd ed., 1937, published by Lund Humphries at 12s. 6d.), and "The Care of County Muniments," by G. H. Fowler (2nd ed., 1928, published by the County Councils Association at 3s. 6d.). The one great disadvantage of the self-trained provincial archivist—loneliness—is rapidly being overcome by the work of the British Records Association, which arranges meetings where it is possible for archivists to discuss common problems. The "would-be" archivist should certainly join this Association, read its publications carefully, and attend the conference which is held each year in November.

At present, there are two main gateways into archive work—historical research and librarianship. Many women archivists are history graduates who have taken extra courses in palaeography or local history, and who have made their first contacts with archive work by doing research work among large collections or by helping, either as paid or unpaid workers, in the headquarters of historical societies, or in established record offices or ecclesiastical offices. The London School of Librarianship attached to the University of London, has a course which includes palaeography and archive science, available to 1st and 2nd class honours graduates (who may take the course in one year) and to approved non-graduates of Matriculation standard (for whom the course is two years), and diplomates of this school may, by

diligence and good luck, get posts as archivists in public libraries. The library assistant already in a post may, by taking the examination in archive science set by the Library Association, have a chance of being drafted from ordinary library work to the care of documents; but in most public libraries assistants are only taken at the age of sixteen or seventeen, and such chances are therefore the result of displaying interest and ambition throughout one's work. Salaries vary considerably, but in most public appointments the remuneration seems to vary between £200 and £500 per annum, according to the scope of the work. There is no standard as yet, but in certain cases it may be higher. In a few it might be lower.

There is not a large number of women actually trained in archive work at present, and as many counties and boroughs are beginning to think of setting their muniment rooms in order, a woman with initiative and interest may find it possible to get a post, even with only rudimentary qualifications. In such cases, to get a job, and work hard at making herself competent while she is actually doing it, is often an excellent way for a woman to make herself a really efficient archivist, especially if she is familiar with the district in which she works. She should also make the most of her opportunities, and visit record offices and libraries of recognised worth—where the custodians are invariably helpful and courteous—in order to study methods already in use.

ART TEACHING - - - - - (see TEACHING)

AVIATION.

BY

DOROTHY SPICER.

As developments are made in aviation, so equally rapidly fresh openings in this still new profession for women come into being.

Let me first take the more obvious side of the question.

The joy-riding, air-taxi and air-line pilot.

It is quite impossible to obtain any sort of paid flying job without a "B" pilot's licence, once one has obtained this there are quite a number of different types of work which one is able to do. The simplest is joy-riding, that is taking up passengers

for short trips. Air-taxi work comes next, and then air-line-work, which is by far the best paid, but one must have a considerable amount of experience before attempting to apply for such a job.

Sales and Test Pilot.

Some air-craft firms are already considering the advisability of having women test pilots and saleswomen. They are beginning to realise that this will give confidence to feminine purchasers. The total cost of obtaining this "B" Licence is approximately £200. To obtain such a training I need hardly mention individually any of the numerous flying clubs and schools, since now-a-days practically every town boasts one of its own. Near London, however, I would recommend either De Havilland's School of Flying at Hatfield, or Air Works at Heston.

Circus Flying and Display Work.

I will now go on to an entirely new phase of flying. The flying circus which is a type of touring display. There are various types of work to be obtained on these shows. I will give instances of women I know who are doing peculiar jobs, to give some sort of idea to the reader in which to interest herself. There is one girl who has a motorless glider and is towed up to a certain height by an aeroplane, and is then released to plane down to earth, at the same time performing various manoeuvres. I believe that she can command a salary of about £20 a week. Then there is another girl who is a parachutist. I cannot really recommend this type of work although it is fairly well paid, there is altogether too much risk attached. Again there is a third woman who is a very good aerobatic pilot. I would emphasise, however, that all these last three jobs are only workable during the summer season.

Secretarial.

There are now quite a number of women who are Aero Club Secretaries. Some small knowledge of aeronautics is required, a private pilot's licence is advisable and most certainly a secretarial training. For this class of work the employee is paid from about £3 a week.

Aerial Photography.

A new form of employment is aerial photography. An all-round knowledge of photography would be necessary for this, and I should imagine that a woman of some artistic ability would do exceedingly well at this work. This is one of the few cases where no pilot's licence is required, as it is essential that the camera-woman must have her hands free so she must have someone else to fly her.

Aviation Journalism.

Here is another suggestion to the girl who has a gift for writing. I would recommend her to concentrate on aviation. Here

again, there would not be any actual need for her to fly herself, but a certain knowledge of aeronautics would be of considerable assistance to her. There is a real need for journalists who write on aviation matters who have a sound knowledge of their subject.

Ground Engineers.

And lastly there is the engineering side. So far there is no real opening in this line. Women have yet to prove themselves good ground engineers. The training costs about £150 and the chance of employment at the end of this is most uncertain. But I must frankly admit that this work is enthrallingly interesting and one worthy of consideration. Women have been so successful in making openings for themselves in many other jealously guarded professions, why not this one too?

And now to sum up this brief article.

Joy-Riding, Air-taxi and Air-line Piloting—

Essential requirements	"B" Pilot's licence.
Cost of Training	Up to £200.

Sales and Test Pilot—

Essential requirements	"A" licence.
Cost of training	Up to £40.

Display Work—

GLIDING—

Essential requirements	Extensive training at one of the numerous gliding clubs.
Cost of training	Up to £50.
Cost of glider	From £100.

PARACHUTING—

Essential training	Twelve jumps £40.
Cost of parachute	From £60.

AEROBATIC WORK—

Essential requirements	"B" Pilot's licence.
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Secretarial—

Essential requirements	A course of training at a secretarial college. "A" Pilot's licence.
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Aerial Photography—

Essential requirements	A course in photography.
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Aviation Journalism—

Essential requirements	A good training in journalism.
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Ground Engineers—

Essential requirements	"A" and "C" licences.
Cost of training	From £150.
Duration of training	Two years.

Details regarding the pilots' and ground engineers' licences.

Pilots' "A" Licence.

Necessary Tests.

1. Three hours' solo flying.
2. A height test.
3. The completion of five figures of 8.
4. A simple oral examination on the rules of the air.

Pilots' "B" Licence.

Necessary Tests and Examination.

1. A hundred hours' solo flying within a period of twelve months.
2. Medical test.
3. General flying test with an examiner on board.
4. Two cross country solo flights of at least two hundred miles each. As regards one of these a height of not less than 6,500 feet must be maintained for one hour.
5. Cross country flight with an examiner on board.
6. Cross country flight by night lasting half an hour at a height of at least 1,500 feet.
7. Technical examination on aircraft and engines.
8. Examination on navigation, use of compass and elementary meteorology.
9. Examination on special conditions of air traffic, international air legislation and the rules of lights and signals.

A formidable-looking list but simple enough for the keen flyer with a little common sense.

Ground Engineers' Licence.

On application for examination the student must be able to show proof of practical experience over a period of two years, the time limit is absolutely compulsory. The examination is an oral one before a Board of three or more examiners.

There are five categories which are lettered thus:

- | | |
|--------------------|--|
| Category A. | Inspection of aircraft before flight. |
| „ B. | Inspection of aircraft after overhaul. |
| „ C. | Inspection of engines before flight. |
| „ D. | Inspection of engines after overhaul. |
| „ X. | Other duties which may be performed by a licensed ground engineer. |

Although any one who is licenced in one of these categories is entitled to call herself a ground engineer, to be actively employed it is necessary to have an "A" and "C" licence in order that engine and aircraft may be given a certificate of safety every day it is required to fly for hire or reward.

WOMEN IN BANKS.

BY

E. C. MACNAMARA, B.A.

Anything glamorous that may have been attached to work in a bank in the past has now totally disappeared in the light of the hard facts of mechanisation. "A career in a bank," as matters stand at present, simply means many years of work on a machine. Mechanised book-keeping, and a certain amount of shorthand-typing, form the sum total of the work done by the vast majority of the girls who are being taken into the banks now, and have been during the last few years.

There are still some women on the staff who came in to the banks many years ago, and may have taken part very successfully indeed in the work of every department, with the exception of the managerial, but all the young entrants to any of the 'Big Five' (i.e. Midland, Barclays, Lloyds, Westminster and National Provincial) are now entirely relegated to the mechanical work, or are ordinary typists.

The qualification necessary is a good all-round education, but the Matriculation examination is not required for entry to the banks. A girl who has special language qualifications might find them useful in a Colonial or Foreign Bank, but only in very few instances. In the generality of cases she would find no occasion for their use, and her language qualifications would grow rusty from neglect, and doubtless this fact would cause her some disappointment and regret. Mechanised work is the only work the entrant can expect now. If she is strong and energetic and not a subject for nerves she will do very well. But if she finds the machine work too much, she will not be choosing the right career by entering a bank. In most banks a girl is placed on the permanent staff after six months probation. She has security and she is on a salary scale in most cases. Her retiring age is 50, 55 and even in some cases 60 years of age. Earlier retirement is permitted in one of the large banks when optional retirement may take place at 45. The usual commencing salary is £70 or £80 per annum, rising to a maximum of approximately £210 per annum.

The conditions under which girls work on machines are of the utmost importance. For good work, good conditions are essential. Here the banks vary from branch to branch. When many of the banks were built, there was no idea of a female staff, so no provision was made for them as distinct from male staff. If conditions are not good, health will suffer and the strain of machine work becomes too great. This is a point for parents to watch on behalf of their daughters.

Many banks have rebuilt, however, and admirable accommodation, comprising cloakrooms, common room, rest rooms,

etc., now exists. All this is essential—and the bank directors are beginning to consider this fact.

There are two great advantages in a career in the banks. One is security and the other is the right to qualify for a pension. Nowadays security means a very great deal, and, although pensions granted to women Bank Clerks are not very large, they are, at any rate, some provision for old age.

Should a girl wish to enter a bank she should write to the Staff Manager, stating age and general school qualifications. If she is prepared to take up machine work and feels that she can interest herself sufficiently in it to prevent that feeling of monotony which is so deadening to some temperaments, she will find it fairly easy to obtain a post in one of the big Banks as a machinist. It is well worth noting that, in the majority of cases, the banks treat their staffs generously in point of sick leave with pay.

In answer to a question from the parent, “Would you advise me to put my daughter into a Bank?” one would feel, from personal experience, a good deal of difficulty in giving a decisive ‘Yes’ or ‘No.’

Actually the answer is, that the matter depends to a very large extent upon the health and temperament of the girl concerned, the length and nature of the daily journey to and from work, and very much indeed upon the particular branch of the bank to which she happens to be attached.

The opportunities of advancement to posts of a special nature seem very few and far between. This is a matter which occupies the thoughts of many of the women who are now about the middle of their service, and who see no prospect of advancement in the future. This point is one stressed by the Bank Officers’ Guild, which adopts the principle of equality of opportunity for men and women in the banks.

THE BARRISTER.

BY

HELENA NORMANTON, B.A.

Barrister-at-Law, Middle Temple.
Honorary Member, New York Women’s Bar Association, etc.

The six things essential before practice is possible at the English Bar are:—

- (1) Joining an Inn of Court.
- (2) Keeping Terms.
- (3) Passing the requisite examinations.
- (4) Being formally “Called” to the Bar.
- (5) Reading in Chambers.
- (6) Obtaining professional work.

The first five of these requisites are no more complicated or expensive than those of other learned professions, so their relevant details may well be postponed to the end of this article, in order that something infinitely more important may be considered at the outset.

The vital preliminary is the question that every would-be young woman barrister should ask herself: Am I the right type of woman for the Bar? By the term "Bar" is meant the main, usual and ordinary work of the profession, viz., preparation of work in chambers and its conduct in Court.

A large proportion of men, and probably an even higher percentage among the women, are called every year to the English Bar with the idea that qualification as a barrister is essential or helpful in obtaining certain salaried positions. That is certainly true, but a hundred years hence, when the world is considering whether women have succeeded or failed at the English Bar, it will be mainly by the aggregated records of their Court work that the question will be answered. Or, looking at the matter from the more mundane angle of to-day, no practising barrister really regards the colleague who enters into the safe security of a salaried position as being in the same category as those who take the more adventurous path in the Courts, never knowing what the day may bring forth. It is the ordinary career of a practising barrister which is so fascinating, leading the supremely fortunate to the Woolsack and £20,000 a year, another to become one of the few fashionable "Silks" whose incomes may reach £50,000 a year (but seldom do, a "Silk's" average being probably nearer £4,000 a year); or even merely to remaining a mere stuff-gownsman, making an income ranging anywhere between nothing and a few thousand a year.

It is a life of rare fascination and demands an unusual blend of qualities. "I am frankly an adventurer," once remarked the late Earl of Birkenhead. In the highest sense of the term, every practising barrister is an adventurer, just as our great Elizabethan traders were proud to style themselves Merchant Venturers. Did not that matchless advocate, Sir Edward Carson, tell us he got married on "a fiver"? And was he not willing, at the height of his career, to turn aside from his most lucrative cases and devote long unremunerative hours to ensure that justice should be done to a wrongfully accused young Naval Cadet? The fundamental quality of a great barrister is hard to define—perhaps a generous prodigality of self, mind, body and spirit, in some little way expresses it. That prodigality may often have to include courage up to the height of personal recklessness. The Paris Law Courts contain a monument to the dauntless Advocates who defended Louis XVI and Marie Antoinette against the fury of the Revolutionary Tribunals. The name is equally honoured in Boston of the counsel who defended the English officer who ordered the first bloodshed in the American War of Independence. To-day the name of Clarence Darrow is venerated in the U.S.A. as having

feared no personal obloquy in the defence of such clients as Leopold and Loeb.

So a woman's first question should be: Am I big enough to answer a demand similar to those? A week seldom goes by in an advocate's life without calling for some exercise of courage, that lovely quality which heightens and sharpens all other virtues.

Forensic courage is none the worse for an adequate economic background. Moreover, the young advocate frequently makes the merest pittance in early years, so I would suggest that a woman barrister ought to see her way clear to at least £150 per annum for her first ten years. More may make her idle. Less might frighten her into accepting a job. Writing and lecturing are not incompatible with practice at the Bar, but both are apt to be uncertain sources of income, whilst anything commercial is absolutely debarred. So too are many other remunerative oddments such as acting as a Parliamentary Agent. Anything remunerative other than legal work which keeps the young barrister much out of Court or Chambers is inadvisable, if she seriously aims at building up a practice.

Moreover, the expenses of practice are no trifle. Going Circuit may be a costly business, for this entails the payment of travelling and hotel expenses as well as circuit dues. The cheapest cost of Chambers and clerk will come to about £52 per annum, omitting charges for telephone, stationery, books and sundries. Many counsel also join Sessions, the entrance fee for which is substantial.

After courage and £150 a year, one might add other qualifications. A good voice and presence in Court are great assets, as well as the ability to think on one's feet, to arrange and re-arrange ideas according to the development of a case, and a feeling for tactics and strategy. A sensitive understanding of human nature, so that the advocate realises as he or she goes along what impression is being made upon a judge and jury is of inestimable value. Judges also like to be addressed in pure English and deprecate slangy or slip-shod expressions. A study of the English in the Reports of the Court of Appeals is of great value to the young advocate.

An enormously helpful attribute to a good barrister is robust health. If there has been one thing more than another that solicitors and the public have been almost hopefully awaiting, it has been the collapse of a woman barrister in Court—so far, it is true, in vain. Sturdy health is the foundation of that emotional and intellectual control which is essential to the barrister, upon whose Court work the gaudy light of publicity beats so furiously. It is also vital to that give-and-take spirit of good nature which is so necessary when the foe of yesterday's case has to become the associated colleague in that of to-morrow. It is no use being over-sensitive at the Bar! One must not only take rubs good-naturedly, but strive to have the commonsense to learn something from them—especially when they are given by judges!

If I were a good fairy showering gifts over the cradle of a baby future Lord Chancellor, I should next add the sovereign gift of tenacity. Everything conspires to deflect the barrister from progressive work and the long hours spent in enforced idleness in (and immediately outside of) Courts will weary all but the most persistent. But life at the Bar is a Pilgrim's Progress, where the Fainthearts do not arrive in Paradise.

So far I have said nothing of law. Of that, one gets what one can. A slight knowledge of some small section of it is no very positive disadvantage—as used one caustic law lecturer to advise his students!

Law cannot be learnt as an actor learns his lines, or a Mufti recites the Koran. Although its principles are fundamental—or used to be thought so—its details and applications change rapidly and widely. It is like an inconstant lover—it needs to be kept up with! Its constant study is a *sine qua non*—a lifelong task, in fact.

Procedure, too, is either the joy or the bane of one's existence. But nothing helps a young barrister more in the estimation of an experienced solicitor than to show readiness and quick competence on procedural points. A woman who does not enjoy assimilating and dominating multitudinous fine-drawn points of procedure should never be called to the Bar in face of the present shortage of good cooks and nurses. In this sphere, too—procedure—it is practice which makes perfect.

A final and somewhat witch-like quality is the ability to get in work honourably without any touting or other disregard of the spirit of the etiquette of the profession—and, moreover, in sufficient quantity and quality. And, in addition, to get work in only from solicitors who conduct their business honourably, because an English barrister cannot sue for unpaid fees, these being merely a debt of honour. This understanding goes back to the practice of the patricians of Ancient Rome, who, until the days of Cicero and Hortensius, appeared gratuitously for their dependants—i.e., their clients. Everything in the young barrister's world turns upon going into the right chambers, first as pupil, later as tenant and colleague, and this is by no means as easy for women to accomplish as for men.

The clerk in chambers is all-important, for he can make or mar the barristers for whom he acts, as he is the recognised intermediary between solicitor and barrister.

I have said almost nothing about women barristers who take salaried positions in Government Departments and the like, for the simple reason that the qualities which make a good Civil servant, accountant and so on, ought to prove suitable in such careers. Many a barrister who may be inadequate in Court may have all the other gifts for a salaried career, whilst equally possibly some who languish in the dark unfathomed caves of the Services might have proved the gems of purest ray serene in the dusty forum of the law courts.

An aspirant for the Bar would be well advised to read the biographies of such men as the late Sir Edward Marshall Hall, Sir Henry Curtis Bennett, Sir Harry Poland and Sir Edward Clarke, to which might well be added the lives of Mr. Justice Darling, Mr. Justice Hawkins (Brampton) and Earl Birkenhead. Then, or concurrently, some Courts should be assiduously frequented and any solicitor friends consulted.

These things being understood, the following particulars as to qualifications and training now come up for consideration:—

I. Preliminaries.

A Preliminary Educational Qualification, or special Dispensation therefrom is essential. The minimum standard is approximately that of Matriculation *including Latin*.

Certificates of good character are also required.

The applicant should then obtain a Form, fill it in and return it (with One guinea) to the Under-Treasurer of which ever Inn of Court she desires to enter. The Consolidated Regulations will also be supplied. These are long and fairly complicated, and must be carefully perused and understood.

II. Scholarships.

Women applicants are advised to consider with the utmost care the fact that there is an enormous variation in the amount of financial help given to young women students in the four Inns of Court: Gray's Inn is by far the best, with the Inner Temple a good second. These two Inns do not discriminate between men and women as such, but award all scholarships by merit. The Middle Temple is much restricted by certain Trust Deeds, and the great bulk of its scholarships are reserved for men, whilst in Lincoln's Inn there is relatively less assistance available for women. Each Inn will supply full printed particulars of all scholarships, etc., upon request. Young applicants are earnestly advised to consider very seriously the high advantages of joining Gray's Inn, which also is a particularly pleasant Inn socially. Middle Temple still segregates its women at lunch time, even after call to the Bar!

III. Payments.

Upon joining an Inn, certain fees become payable. These vary slightly in each Inn, but some idea may be gained from the figures given below for the Middle Temple.

The payments on Admission are:—

	£ s. d.	£ s. d.
Admission Form	1 1 0	
Stamps	25 1 3	
Admission Fee	20 0 0	
Lecture Fee	12 12 0	
		58 14 3

*Deposit (returnable without interest on Call, death or withdrawal, subject to obedience

to and performance of all Orders and to good behaviour.)	100	0	0
†Deposit (out of this all Annual Duties and Term Fees will be paid and the balance will be returned without interest on Call, death or withdrawal.)	50	0	0
<hr/>			£208 14 3

*The £100 Deposit shall not be required in the following cases, namely:—

If the Applicant for Admission is a Member of the Bar of Scotland or of Northern Ireland; or

If the Applicant for Admission is a Graduate of or shall for at least two years continuously have been an Undergraduate Student at one of the following Universities, that is to say: Oxford, Cambridge, London, Durham, Liverpool, Manchester, Leeds, Sheffield, Birmingham, Bristol, Wales, St. Andrew's, Aberdeen, Glasgow, Edinburgh, Queen's (Belfast) and any other University in Great Britain or Northern Ireland by Act of Parliament or Royal Charter; or

If the Applicant for Admission shall for at least two years continuously have been an Undergraduate Student at one of the following Colleges, that is to say: Girton or Newnham at Cambridge or Lady Margaret Hall, Somerville, St. Hugh's or St. Hilda's at Oxford.

†This deposit of £50 is not required from any person who shall give a bond for £50 with two sureties, both to be approved by the Treasurer.

Before commencing to keep terms a Student must pay her Fees and must attend at the Inn Treasury in person, with her sureties, if any, to sign the Bond. Other expenses are:—

Annual Duty, £1.

Commons (charge at present), 3/6 per Dinner.

Fee for every Term in which a Student dines, 10s.

Payments on Call.

Stamp, £50; Fee, £50	£100	0	0
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Commutation of future duties and

Term Fees	12	0	0
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£112	0	0
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No Duty is payable after Call.

IV. Examinations can be spaced as desired over the three years of studentship, but as those obtaining Certificates of Honour are usually exempted from two terms, most students try to arrange their Final Examination so as not to lose the chance of that exemption.

Examination Subjects and Fees.

		£ s. d.
Part I.	See. I. Roman Law	10 6
	,, II. Constitutional Law (English and Colonial) and Legal History	10 6
	,, III. The Elements of Contract and Tort	10 6
	,, IV. The Elements of Real Property or The Elements of Hindu and Mohammedan Law, or The Elements of Roman-Duteh Law	10 6
Part II. (The Final Exam.)	,, I. Criminal Law
	,, II. Common Law
	,, III. Equity
	,, IV. Company Law, and (a) Practical Conveyancing, or (b) Special Subject in Hindu Law, or
	,, V. Evidence and Civil Procedure.....
	,, VI. General Paper in two parts, viz. Common Law and Equity
		2 12 6

NOTES.

1. No Student is eligible to enter for Part II, of the Bar Examination until (subject to exemptions granted under Consolidated Regulation 23) Part I has been passed.

2. A Student who avails herself of Rule 2 on page 3 of these Rules and does not take Criminal Law and Procedure in Part II, may nevertheless be eligible for the award of a First Class in the Final Examination and a Certificate of Honour. A Student who is competing for a Studentship and who did not attain a First Class in Criminal Law and Procedure in Part I of the Bar Examination is advised to take the subject again in the Final Examination.

The Examinations are held three times a year—before Hilary, Trinity and Michaelmas Terms.

It used to be said that Bar Examinations were easier to pass than those for Solicitors, but in recent years the standard of difficulty for the former has been increased by 80%.

V. Keeping Terms.

This in practice means dining six times a term in Hall wearing a dark dress and student's gown. University graduates

are excused three dinners each term if they so desire. Nothing prevents a student dining each and every night of term, and the more the Hall is frequented, the more useful friendships she is likely to make. Dining in Hall is quite the pleasantest part of preparation for the Bar.

VI. Call and Reading in Chambers.

After Terms have been kept and Examinations passed, the candidates' names are "screened" in Hall and Treasury, and if no objection be made "Call" to the Bar follows at a ceremony which varies slightly in each Inn. It is necessary to obtain the nomination of a particular Bencher for each student's "Call."

A most important matter arises upon the passing of the Examination, which is Reading in Chambers. This costs 100 guineas. It is not compulsory, but as it is comparable to a doctor's hospital training, it is impossible for a barrister to practise effectively without it. Those who wish to be thoroughly trained read upon both sides, the Chancery and Common Law. Whilst reading in Chambers (which may precede or succeed Call) the young barrister must ascertain all details about going Circuit, Sessions and the like, as if this matter is delayed for more than two years, the rules of several such bodies exclude the would-be entrant. Even after election on to the Circuit it is often the case that the Sessions within such must be "opened" by preliminary attendance thereat, and payment of any fee required, within a further short period.

It often therefore proves a very dangerous course just to get "called" and then to go off to some salaried position for a few years with the idea of returning to practice later on. It is the wisest course to get to know all the ropes at the earliest date possible.

There are few careers open to women in which marriage and increasing years are a positive advantage, but this happy state of affairs prevails at the Bar, where solicitors and lay clients alike show marked preference for the middle-aged or even elderly married woman, for obvious reasons. So far as actual practice is concerned, fees have to be charged upon regular set standards imposed from above, so that inequality of payment on account of sex does not arise. The woman barrister's great problem is to receive sufficient work from solicitors and to amass a satisfactory yearly income, and it would be folly to ignore the fact that solicitors—even woman solicitors—still on the whole prefer to instruct and to brief male counsel. Nevertheless, enough women barristers have by now demonstrated the fact that the right type of woman can achieve a reasonable degree of success at the Bar and in time I am convinced that at least as great prosperity will visit them here as they have already experienced in France, Russia and the U.S.A.

BEAUTY CULTURE.

BY

VIVIANNE SNELLING,

Viva School of Beauty Culture.

Every day so many thousands of words are being printed in the daily press in England on the subject of Beauty Culture that it is doubtful whether any other trade or profession obtains the same quantity of free publicity. Newspaper magnates have found that the interest created by articles on this subject is immense in every class and that the commercial value of the advertising side of the Beauty trade is increasing yearly. Hence we get these columns of—often outrageously padded—“news” to satisfy women readers.

With this widespread interest in the subject there has been created within recent years a new career for girls and women, a career which was formerly in the hands of continental and American exponents. Now Beauty products are being made in this country and have become one of the leading and progressive industries. It is only since the War that English girls have taken up Beauty Culture and, only within the last ten or fifteen years that the work has been regarded seriously as a suitable career for intelligent women, so that there has not been sufficient time for them to become leading principals.

It is very unfortunate for this Beauty business that it is apt to attract “the remittance girl.” More and more girls are flocking into it because they imagine it a quick and easy way to add to a small income. They train and work for a short time until some new attraction comes along and takes them away—their heart is never in their work, their eyes are ever on the clock. Though the training is short compared with other careers it takes two years of experience to become a good all-round culturist, and this type of girl will take only a three months’ course in a school and immediately expect a first class position in the purlieus of Bond Street. She refuses to take the less attractive vacancy in a suburban salon as a start, with the consequence that she is “out of work.” There are hundreds such “out of works” in London, hence the opinion that Beauty is being “over done.”

Like everything else, Beauty work has its disadvantages. In a busy and successful salon working at high pitch from 10—6 or 7 in the busy seasons the body must become fatigued (especially the back and feet) and vitality is drained by the streams of sometimes very talkative and nervy clients—this physical fatigue usually overcomes the girl who does not love her work and she accepts the first invitation to a yachting holiday or a ski-ing trip as a relief. On her return of course she is “out of work.” And so she goes on wandering from salon to salon until she wanders out altogether.

The worst thing about this type of worker is that they

accept a very low salary and make it difficult for the girl who is earning her own living to demand a living wage. I have known such girls gladly work for £1 a week because they wanted "something to do."

Training can be had in Schools, Salon training centres, or by buying an apprenticeship. Fees are extremely varied, ranging from £25 to £75, so the following figures are only approximate. (It must be borne in mind that the most expensive training does not necessarily mean the best.) Training in a Salon centre is a very good way to learn, for work is carried on in the right atmosphere; fees are usually from £40 for six months, and from £25 for three months. For the very young girl it is best to buy an apprenticeship, but vacancies in England are few. This method costs from £30 to £50 a year; it is a longer training, but well worth the time spent, for the student will learn many of the details so necessary for success in her career which must escape her in other forms of training. Less theory will be learned by this method, but the enthusiast can study at home in her spare time.

Training for this occupation is now a highly scientific study and should include elementary instruction in anatomy, skin physiology, muscle and bone structure. Further training in diet, massage, manicure and salesmanship are very important and without some knowledge of these no students taking up this kind of work can get very far. All these subjects are essential if one looks to the future. This is a progressive trade attracting new ideas, and however ephemeral beauty fashions may be the student must learn them. So the training establishment must be modern, up-to-the-minute and run by principals with wide experience. There are now Schools in London teaching Cosmetics, the making of creams and lotions, and if it is possible a £20 course in Cosmetics should be taken after the massage training.

The girl who aspires to be a Beauty Culturist must have a sympathetic and tactful personality, good hands, abounding health, and a liking for her own sex. No special talent is needed, neither are good looks of primary importance, but she must be neat, and cultivate a pleasing voice and an artistic eye. Languages are an asset—for there are good posts abroad for her after she has had experience in England—and business knowledge, which can be gained while training. The older girl who has worked in other occupations can, after some experience, open her own Salon with a capital of not less than £250, or she can start as a visiting specialist in some provincial district where there is a large residential neighbourhood. There are endless possibilities for the woman with initiative; for instance, there is a crying need for her in several of the large towns in India and South Africa.

One of the attractions of the work is that a woman can learn after thirty, commence a new life and make a success of it

long after her first youth is over. It is a fact that to the older student promotion comes easier. As long as her skin, health and grooming are very good the woman who has a decided inclination to take up Beauty need have no fear of Anno Domini being a deterrent. She usually trains quicker than younger girls, and in the end her former business and social experiences enable her to over-reach them. Owing to years of work and play in other spheres the older student has acquired the psychological knowledge necessary for success in this work: she will not make mistakes in behaviour towards the difficult types of clients, she will be more patient and more tactful than the younger assistants and more sought after. The average woman who attends salons is very discerning and prefers to have treatment from an experienced culturist: I know many who have given up courses at salons because assistants seemed too young to be experienced. This may seem strange, for the actual training is the same, but in this very personal profession knowledge of life counts a great deal, and in every case where I have taught a woman over thirty she has become a success, first as an assistant then, if she has had some capital, in a partnership or as the principal of her own business. Of course she must be the right type, and she should have had some business training or possess a certain amount of business acumen. Two years as an assistant should see her fully equipped for a good post at home or abroad or for the opening of her own establishment.

During the assistant period she should study one department of her work thoroughly indeed and make a speciality of it.

Beginners in England receive wages varying from 25/- to £2 10s. a week, according to the locality. The first post should be in a large store where plenty of work is done among a mixed clientèle, after this a position should be found in a small but busy Salon, a hotel, liner, or in one of the exclusive hairdressing establishments where Beauty Culture is encouraged as a successful side-line. After two or three years the Specialist can start on her own. If capital is not lacking, she should search for a district where such work is scarce and set up her own establishment. By making friends socially, wise advertising, and establishing contact with local business concerns, a clientèle can be built up. Chances of success depend on the enthusiasm and initiative of the worker, and personality counts just as in any other occupation. Beauty Culture is a pleasant career with future possibilities. The training is not long or expensive, there are plenty of good vacancies for the right type and, above all, the woman who takes up Beauty Culture is never "too old at thirty-five."

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|---|----------------|
| BLIND, TEACHING THE | (see TEACHING) |
| BLIND, TEACHING THE—HOME VISITING | (see TEACHING) |
| BOOKS, MONEY FROM | (see BUSINESS) |

BROADCASTING.

“Broadcasting” cannot be regarded as a career in itself. The staff are concerned in the conception, building, conduct and administration of the programmes, and of the various ancillary services. Vacancies which occur on the staff usually require the services of men or women who already have specialised experience which can be applied to some branch of the work, and this is equally true of musicians, accountants or shorthand typists. Those appearing in the programmes consist of musicians, actors, variety artists, speakers and lecturers, and these are, of course, drawn from the various arts and professions.

“Broadcasting” is, therefore, a very composite thing, and those concerned with it are drawn from a large number of the professions and trades which are referred to in various sections of this Handbook.

Vacancies on the staff of the B.B.C. are advertised in the Public Appointments columns of the daily Press and in the Corporation’s weekly paper, “The Listener.”

THE COLLEGE BURSAR.

BY

A. M. EWART,

Bursar, Lady Margaret Hall, Oxford.

A Bursar’s life in a women’s residential college is an interesting, varied and delightful one.

A Bursar in most colleges is responsible for engaging and dismissing the domestic staff, for their general supervision, for the care of the students’ health, the maintenance and upkeep of buildings, and the household accounts, which entail a good deal of book-keeping.

She is also ultimately responsible for the catering, though in some colleges this is undertaken by a second administrative officer.

A girl who is thinking of taking up this career should prepare herself by a definite specialised training, and by experience, which can be gained in a small institution, a school, or hotel. I should recommend:

(1) a course on finance and book-keeping, such as is provided by any secretarial college;

(2) a course of training in a recognised college, on household management. The University of London gives an honours degree in domestic science, for which students may work at King’s College, Campden Hill. There are many colleges which offer shorter courses in household management;

(3) training in First Aid treatment and Home Nursing. There are numerous courses arranged by the British Red Cross Society and the St. John's Ambulance Brigade.

An understanding of committee work and procedure is essential, as the Bursar is *ex officio* a member of the College Finance Committee, and probably of other committees as well. She should know something about the taking of minutes, and be able if necessary to make out a report of the proceedings. Ability to supervise cooking is an asset, as a well-cooked, well-balanced meal may avert many minor tragedies. A Bursar has not a great deal of time for detail work, but if she is directly responsible for the catering it is a help to her to have even a little knowledge of cooking, and to be able to help the Head Cook in planning menus. Interest in furnishing and house decoration is also useful, as the Bursar is responsible for the furnishing and upkeep of all rooms, whether used by the Principal and Fellows, the Administrative Staff, the students, or the domestic staff.

So far I have enumerated courses of training which will qualify a candidate for a post as Bursar, but she should possess, as well as the technical qualifications, certain characteristics without which she will not become a good Bursar. She must have tact, and a real ability to get on with people. She must be able to deal with any emergency that may arise, night or day. A sense of proportion, a placid temperament, cheerfulness, a good memory, all these will contribute materially to the smooth running of her department and her general efficiency.

The salary of a Bursar in a women's college varies from £200 as a minimum to a maximum of £350 per annum, with full residence throughout the year. The position is a most responsible one; the work is hard and at times exacting, but there is never a dull moment. No career could offer wider scope or more interesting possibilities.

Business.

MONEY FROM BOOKS.

BY

MARGARET POLE,

Bookseller, 6, Queen's Elm Parade, Old Church Street, Chelsea, S.W.3.

Bookselling, despite its many attractions and advantages, has been taken up by relatively few women. It compares favourably, at least, with most careers for women of average education and ability, though it does necessitate a bent for books, and a somewhat long apprenticeship.

The running of a bookshop requires considerable specific knowledge and varied experience. It is advisable, therefore, considering time, money and adaptability, that an aspirant should begin training as soon as possible after the age of sixteen.

The way to start is as a pupil-assistant in a small bookshop, either by answering or inserting advertisements in the newspapers and the trade papers, or by applying direct to booksellers. A position of this sort should not be hard to get, there is a definite need, varying, of course, at times, for beginners in the book trade. A *small* shop is advised because every aspect of the trade can be studied simultaneously and conveniently.

Sometimes a small premium is asked, which is paid back in wages. Usually no salary is paid during the initial period. After a few months, the time depends on the acumen of the individual, a weekly wage of 5s. to £1 is paid. A one-man business may pay a wage right from the start, as an intelligent learner can keep open the shop, selling priced stock, attending to enquiries and deliveries, during the absence of the owner.

Roughly, a pupil learns:—

1. Sorting, classification and pricing of stock as it comes in.
2. How to describe, collate and catalogue books.
3. The value of books from two totally different angles: that of buying and that of selling.
4. How to study and make full use of the trade papers; to follow the current prices at auction, which are also published in book form at the end of each year.

All booksellers are book lovers; for there is a spirit in the book trade not to be found in an insurance office or a multiple store, for instance. This love of books presupposes definite tastes, likes and dislikes, from Chaucer to A. J. Cronin. All these have to be ruthlessly suppressed during business hours. Books have to be bought and sold solely according to demand, supply, condition; at first a most difficult and often heart-breaking task.

Only a year's working experience in a bookshop can reveal the very real joys and sorrows of a bookseller's life. There are

adventures, too; and many are the details, ramifications, idiosyncrasies and personal oddities to be borne in mind in the successful building-up of a clientèle. And it is absolutely essential to be a wide and quick reader, to know something about the contents of all the books, and all about the contents of some. Many customers regard a bookseller (who is, frankly, a speciality saleswoman) as a friend and mentor. *Know* what is being sold.

A good memory is necessary for the placing of stock, and stock is constantly changing. And there is always much of practical and lasting use to be learnt, and remembered, in a bookshop.

After twelve months the keen learner should rank as an assistant. She may stay where she is, and should be worth 30s. to £2. 10s. a week. But the wiser course is to get a job in a larger shop. A period in Bumpus's, Hatchard's or Foyle's, for instance, would prove invaluable. The insidious temptation of prolonging this stage indefinitely, and so settling down permanently as a saleshand, must be resisted.

Of course, if serving in a large shop should appeal (companionship, routine, limited responsibility, a "steady" job), an assistant may, after several years' hard work, merit appointment as head or manageress of a department. She would then be paid about £3. 10s. a week. Booksellers' assistants, however well qualified, or however responsible their particular jobs may be, are seldom lavishly paid.

When a thorough knowledge of the trade has been gained it is possible, and advisable, to specialize. In the course of training the student should decide, as soon as possible, which precise branch of the trade interests her most, and she should concentrate on this part of her work.

There is free-lance cataloguing, for example, which requires considerable study. The American systems and text-books are definitely the best. The opportunities are few, and the pay is moderate.

Then there is librarianship, private, civil, reference and circulating. The better jobs in municipal or large private libraries are open only to graduates.

As the offshoots become known, the beginner must make her choice, and stick to it. Happily, there are many openings, each different, and each with its own demands and rewards.

The most profitable and the one with the greatest appeal is to start a small bookshop. And this article has been written mainly with this end in view.

In the first place, capital of at least £200 is needed; secondly, a thorough and practical knowledge of commerce in books.

The beginner may open up a shop, or take over an established one (with or without stock). There are no limitations as to neighbourhood. A busy street, with plenty of pedestrians, should be chosen. She should, at first, be prudent, particularly

if she is breaking new ground. She should rent a small shop, stock it tentatively, and find out how she gets on.

Dealing in secondhand books is by far the quickest way of making money. It is amazing how soon an extensive and faithful clientèle can be built up, if the dealer buys and sells wisely.

A few new books may be stocked and displayed prominently, if ready sales are fairly certain. But it is preferable to sell them "on order," as deliveries can often be made the same day.

She should avoid giving general credit, and only open accounts with customers whom she knows to be reliable.

It is essential to advertise that secondhand books are bought and sold, and libraries purchased. The windows should be kept full of a varied stock of clean books cheap: popular contemporary fiction, biography, travel, sport, cookery, music, history, a few first editions, some old books; all prices plainly marked. The window stock should be changed frequently.

Old flower and fashion prints are a profitable side-line, not needing much technical knowledge. Plates by Mrs. Louden, Curtis, Ackermann, etc., sell readily, but they should be bought cheaply and in small quantities.

Bargain trays or shelves outside will attract new and casual custom as nothing else will.

Sensibly managed, such a shop will be more than a mere livelihood. Should the owner want to sell it as a going concern, she could get a good price for it. If desired, other connections could be built up for ultimate sale.

There is, however, deep content in sticking to the one shop, in the realization that it is growing larger, and so more profitable, through one's own courage, efforts and ability.

It must be clearly understood that, however necessary and exhaustive a training may be, it can only supplement a natural bent for books, it can never take the place of it. Without this bent for books, the running of a bookshop (if such stage should be reached) means a short period of drudgery, and then inevitable failure.

But, if the love of books is there, some success, at least, is certain.

DEMONSTRATING AS A CAREER FOR WOMEN.

BY

MRS. D. D. COTTINGTON TAYLOR,
Director, Good Housekeeping Institute.

Various forms of work are open to the trained demonstrator. More and more firms are realising the value of the services of educated women in showing their appliances to the best advantage, and many of these firms employ such women both in their own showrooms and to instruct private owners of equipment how to make the best use of it.

Gas companies have for some time offered interesting posts, from junior work to very responsible positions, to trained women; for instance, one large gas company in London employs thirty-one women demonstrators, and of these no less than seventeen are fully trained lecturers in domestic science.

Companies supplying electricity and all forms of electrical equipment, such as cookers, vacuum cleaners, refrigerators, etc., usually have large numbers of women on their staffs, and here again the tendency is to seek for those with the best training behind them. Modern homes contain increasing amounts of such equipment, and with larger sales the scope of the demonstrator is also widened.

In London, too, a school has recently been opened in which women may obtain a full training in all matters relating to the electrical industry.

Manufacturers of solid fuel ranges require demonstrators, and there is a small but growing demand from the makers of specialised food products, and in this branch of the work a thorough knowledge of applied science is of great value in addition to a training in domestic science.

Manufacturers and retailers who show at exhibitions such as the "Ideal Home," held annually in London, and at other exhibitions in provincial towns, are also realising the importance of employing educated women to demonstrate their products and to instruct intelligent members of the public how to obtain the best results when using them.

Those who wish to become demonstrators of domestic equipment or of cookery should make a point of obtaining a good general education before taking a specialised training. The value of such an education to every woman to-day cannot be over-emphasised, and in this as in nearly every other profession it is advisable to have reached at least the standard of matriculation.

Without the possession of a fair amount of general information the demonstrator is apt to have but slight knowledge outside the range of her own demonstrations, and this may well prove a

serious handicap to her if she wishes eventually to reach the top of her profession. A woman with a well trained mind is not only quick to grasp the details of her own work, but able to keep abreast of the progress being made all around her.

After the general school education, there must, of course, be special training, and here I would emphasise most strongly the necessity for all demonstrators to have real knowledge of all domestic matters, housecraft, laundrywork and, above all, cookery. Both theoretical knowledge of methods, food values, etc., and practical skill in cooking must be possessed by any demonstrator who hopes to take up this side of the work, and she should not be content with plain household cookery, but should attain a good standard in "high class" cookery also.

Another qualification which is a great asset although not essential is that of a teacher of domestic science, for it provides a "second string" particularly useful when another post is desired. This qualification involves a three years' training at one of the colleges recognised by the Board of Education, of which there are three in London and others in different parts of the country. At another women's college in London, where a B.Sc. degree may be obtained, a sound grounding in scientific as well as practical subjects is given, but no special courses for demonstrators are arranged.

For the less responsible positions a year's course is desirable, and the average student should be able to attain a fair proficiency in housecraft, cookery and laundrywork, if she takes a combined course of twelve months in these subjects. She will not, however, have been able to receive special instruction to fit her for teaching and lecturing in that time.

The age of the demonstrator is not of very great importance, provided she has definite ability in her own work and a good knowledge of subjects akin to that in which she herself has specialised. She must be able to convince the critical housewives who will often compose her audience that her experience outweighs their own, and for this the slightly older woman is often more suitable than one with a very youthful appearance. Firms wishing for a senior demonstrator sometimes specify that they require one whose age is between thirty and forty years, as they consider that such a person should have acquired sufficient experience for a responsible post which often entails the control of a large staff.

Much of the success of a demonstrator depends on her personality and on her power to convince her audience. She should be ready to exercise both tact and patience in her work, and she will find that a pleasant manner and appearance, willingness and enthusiasm, are all necessary for success.

It is, of course, difficult to be definite with regard to salaries, as these vary so much according to the standard of the work, but a junior demonstrator will probably earn from two to three pounds

a week, and for more senior work £3, rising to £6 or £7 is paid.

The cost of training also varies considerably, but it may be taken roughly to be from £50 per annum for the teacher's training, plus the cost of residence.

Length of Training (to

qualify as a teacher) . . . 3 years.

Cost of Training . . . £50 per annum plus residence.

DISPLAY AND WINDOW DRESSING.

BY

HILDA W. GIBSON,

Publicity Manager, W. Rowntree & Sons, Ltd., Scarborough.

Shop-windows are dressed to attract women in ninety cases out of a hundred, and yet, until a few years ago, window-dressing was considered a man's job. Here, essentially, is a field for the woman with a flair, and to-day women fill many of the important positions in Display publicity with managerial responsibility and can command salaries of £800 to £900 a year.

For this work some artistic and even theatrical sensibility is necessary, but it is by no means a job for the artist alone. A sense of what the public wants, a response to the spirit of the day, a definite purpose, must always underlie the "attraction" appeal, which will fail in its purpose if it is merely spectacular. The main object of it, after all, is not to crowd the pavements, but to crowd the store with customers, so the business woman must control the artist in this rather specialised work.

The normal age for entering upon this career is just after leaving school. It is advisable to take three or four years' training, preferably in a departmental store as that provides the best opportunity for handling all kinds of merchandise. During apprenticeship, a small salary is usually paid, while at the same time night classes at an art school should be attended, and all the numerous books and periodicals on the subject should be studied, in order to keep abreast of the latest trends in national and international display.

An ideal finish to the training would be a course at the Reimann School, Regency Street, S.W.1, where the most progressive ideas in modern display allied with industrial art could be studied intensively, and the student already trained in the commercial aspects of the subject, can, upon leaving, command a salary of at least £4 a week for a start.

SALESMANSHIP.

BY

RUTH BATEMAN,

Vice-Chairman of the National Association for Salesmanship.

Salesmanship as a career for the educated woman is one that offers three things in life most women desire: a comfortable income with independence, varied experience with perhaps travel, and the chance of continually meeting new and interesting people. Moreover, it is a career where talent and hard work are in direct relation to the amount earned, and one in which it is comparatively easy to find employment; employers are always anxious to obtain the services of first-class salespeople who can prove their value to the firm.

Wholesale Travelling.

For the girl with a charming personality, some force of character and an easy, natural manner, travelling for a Manufacturer or Wholesaler selling to Retail buyers is suitable work. Sometimes the business has to be learned inside the warehouse for a period before going "on the road," and often the junior traveller commences working in an area under a senior. Eventually the junior is given a territory of her own in which to sell, which may necessitate running a car to cover it efficiently. She has to deal with all the firm's regular customers and find new outlets for the firm's goods in this area. The earnings vary from roughly £200 to £500 a year, paid partly as salary and partly as commission on turnover, but it is possible to earn more on a good territory.

The wholesale traveller must be prepared to work hard to build up a good clientèle and be able to handle all the varied types of buyers in her area, calling on them repeatedly, so that she should have a personality which "wears well," and must carry out routine work with accuracy and conscientiousness.

Speciality Selling.

For the more adventurous type of girl, full of self-confidence, speciality selling offers big possibilities of making money (e.g., selling insurance, advertising space, office equipment, refrigerators, washing machines, etc.). Most work of this kind is paid by results only, on a high rate of commission and therefore the saleswoman has no limit to her earning capacity. She generally works in a given area under a sales manager, can run a car if circumstances warrant it, and has some measure of personal liberty. This type of selling should not be undertaken by any except the most efficient saleswomen, as few women can stand the hard life and survive long enough to earn big incomes, the majority earning only about £3 to £4 a week.

Retail Selling.

The most popular type of selling for women is still in the retail shops and department stores where there are chances of advancement, in the stores from assistant to under-buyer and eventually to buyer of a section or department; and in companies owning many branch shops working up to manageress of a branch shop or supervisor touring the branches.

For this career it is necessary to start young, at about 16 years of age as a junior learning the business thoroughly before being allowed to sell. The earnings are small at first but a fully trained salesgirl can earn, with salary and commission, roughly from £2. 10s. 0d. to £4 a week, whilst the higher positions in the Retail trade are very well paid.

Girls with naturally charming manners, much patience and tact, and who are accurate over details should do well in Retail selling and there is a chance of rising quickly for those who make the most of every opportunity given them.

Some businesses and department stores are willing to take women with university degrees as trainees enabling them to learn every side of the business quickly and thoroughly, to fit them for executive work later on.

Training for Salesmanship.

The day is coming when most employers will ask applicants for a sales post for some evidence of training in Salesmanship, and therefore the wise girl should qualify early in her career. Evening Classes are held all over the country in Salesmanship at various Commercial and Technical Colleges, in London at the City of London College, Regent Street Polytechnic and L.C.C. Evening Institutes. At the end of a course the student should sit for the Salesmanship examination of either the London Chamber of Commerce, or the National Association for Salesmanship. Girls wishing to enter the Retail Trade would do well on leaving school to take a course at the School of Distribution, before taking up employment with a firm, and during the first years of employment should take refresher evening courses at the Barrett Street Technical School in the West-End of London.

Most firms now give some training in selling to their staff, but the wise girl will study general Salesmanship for herself, so that she is qualified to sell with other firms and can get employment wherever she decides to live.

It must be remembered that in selling, real experience is more valuable than training and examinations, but if theory and practice are combined, then there is every chance of the student becoming a first-class saleswoman who can look forward to a life with a pleasant occupation and a comfortable income.

CAKE MAKING - - - - -	(see DOMESTIC SCIENCE)
CANINE NURSING - - - - -	(see OUTDOOR PROFESSIONS)
CARE COMMITTEE WORK - - - - -	(see CHILD WELFARE)
CATERING - - - - -	(see DOMESTIC SCIENCE)

CHARITY ORGANISATION SOCIETY.

BY

H. M. KELLY,
Charity Organisation Society.

The woman who wishes to serve others while earning her own living will find full scope for her energies and abilities in the Charity Organisation Society. Apart from a limited number of posts available under the Society, as Secretaries in charge of districts, the value of the training given in social case-work is increasingly recognised as a preparation for many forms of specialised social work (e.g. Hospital Almoning, Mental Health Work, Probation and Rescue Work, etc.). Such training can be arranged for students in one of our District Offices in London, for a minimum period of three months at four days a week. A period of four months, divided between two different offices, is, however regarded as more satisfactory.

As regards employment as a Secretary under the Charity Organisation Society, preference is given to candidates with a University Degree and/or a Social Studies Certificate of one of the Universities. A good general education is essential and some previous experience of social conditions is desirable. Certain personal qualities are of the first importance: earnestness of purpose, tempered with a sense of proportion—or dare one say humour?—courtesy and the capacity for working happily with other people, and, above all, wide sympathies and a real interest in human beings of every type. To the right woman C.O.S. work offers boundless opportunities for the exercise of every quality and gift she may possess in organising as well as in personal work.

The length of training varies according to the previous experience of the candidate. For those who have already acquired the necessary knowledge of Economics, Industrial History, and Psychology through a University Course, the period of training required is about one year. After a preliminary trial, up to three months, to prove her general suitability, a candidate accepted by the Selection Committee would be appointed as a Secretary-in-Training, with a maintenance allowance of £100 to £120 per annum. After six months of such, a Secretary-in-Training, on whose work good reports are received, would be appointed as a Secretary on Probation, at a salary of £150 per annum, and training would continue for a further period of approximately six months. This period may, however, be varied according to progress made. On appointment as Secretary the salary is £200 per annum, rising by £10 yearly to a maximum of £230. After three years' service a Secretary becomes eligible for promotion to District Secretary, at a salary of £250 per annum, rising by £10 yearly to a maximum of £300.

The training includes experience under supervision in office methods, committee work, interviewing and visiting; the study of social theory, of the principles on which the Society's work is based, and of the methods through which they are expressed. The fundamental principle which unites the workers of the Society, whether voluntary or paid, in a common aim, is a profound belief in the dignity and value of human personality. In that belief they deal with individuals as members of a family group, with rights and duties as such; they seek to understand the special circumstances of that group, and its infinitely varied reactions to the conditions of human life. They aim at giving help which shall, as far as possible, remove the cause of distress, rather than relieve its symptoms only. In their view, relief should not be an end in itself, but a means of strengthening individual courage and capacity to meet future difficulties that may arise. With these objects in view, they try to secure, first the understanding and co-operation of the applicant and his family, and secondly those of all the available social agencies and sources of help. In the wider fields of social effort the Society takes an active part in schemes of a constructive character, and endeavours to unite in common action, workers, whether official or voluntary, in different branches of social work. In all these activities a Secretary takes a responsible part.

Information may be obtained from The General Secretary, The Charity Organisation Society, Denison House, 296, Vauxhall Bridge Road, London, S.W.1.

CHEMISTRY

(see SCIENCE)

Child Welfare.

CHILD WELFARE.

BY

F. G. HOBART,

Superintendent Chelsea Health Society,
The Violet Melchett Infant Welfare Centre, Chelsea.

For Child Welfare the tide began to turn about the beginning of this century.

At first almost imperceptibly: thoughtful people were determined that parents must be taught how to keep their children not only alive, but healthy. At that time out of every 1,000 babies born approximately 150 died before reaching one year of age—Rickets was rife with all its disastrous consequences.

Started by voluntary agencies, as is the way most pioneer movements start, the beginning was very simple and homely.

Prevention by wise education—that was the watchword. Schools for Mothers, Infant Welfare Centres, Health Centres, sprang into being. Visiting in the homes of the working classes was begun. This was greatly facilitated by the passing of the Notification of Births Act in 1907. Trained Health Visitors were appointed by voluntary and official organisations.

The Visitors were tactful and sympathetic, and when paying friendly visits, it was by the courtesy of the mothers that they entered the homes.

The working class mother is fairly shrewd, and she was quick to appreciate the advice of a practical, resourceful Visitor, who could grapple successfully with problems ranging from the baby “with a temper” to the most economical way to make a wholesome and appetising meal.

Friendship established, it was only a step further to give an invitation to the nearest Welfare Centre; the baby would be weighed and seen by the doctor. Not because the baby was ill, simply to get expert advice how to keep the baby in the best of health. Success with weakly children encouraged other mothers to “try” the Welfare—they liked the happy, helpful atmosphere. There were classes for teaching needlework, cookery, simple home-nursing, short simple talks on health, and, above all, a cup of tea, and an opportunity to pour out the week’s woes—illness, overcrowding, unemployment—to a sympathetic ear.

Little use listening to tangible troubles unless one could set about a remedy, and knowledge of the machinery that was available was imperative. Sanitary Inspectors, Almoners, Invalid Children’s Aid Societies, relieving agencies (voluntary or official), holiday homes, and the countless agencies for dealing with every form of distress.

At the beginning of the Great War the scope of Child Welfare was greatly enlarged. It was realised that the health of the child was determined before birth, and was bound up in the care of the ante-natal mother. Ante-natal clinics were tentatively started; reluctant mothers were encouraged to attend, and by slow degrees the ante-natal clinics were firmly established and supported. Special Medical Inspections for children under school age were next started, and led to the detection of many preventable ailments. Such children are referred to the proper remedial agencies, including dental, sunlight, massage, and speech clinics. The medical inspections of children under school age have had a very interesting development. It is found that many young children are highly strung, or for some reason or other (touchiness about the new baby, for instance) cannot adjust themselves to their environment. For these children the Play Centre works wonders. Here they find other children of their own age, share their games, their toys, in fact share the ordinary nursery routine, under the supervision of a highly trained worker, who reports progress to the doctor.

Contrast the modern Child Welfare with the early days of the movement. Take, for instance, the Violet Melchett Infant Welfare Centre, Chelsea. This was the gift of the late Lord Melchett, whose desire it was to include three outstanding activities under one roof:—

- (a) The Chelsea Health Society (for educational and preventive work).
- (b) The Mothercraft Training Home (for promoting lactation, and training of nursery nurses).
- (c) The Day Nursery (for the daily care of children whose mothers are obliged to go to work).

The manifold duties which now devolve on a Health Visitor working in such a Centre prevent life from ever being monotonous. As well as paying visits in the homes of the people, she will assist at the medical inspections of babies and children, also at ante-natal, diphtheria immunisation and dental clinics; give demonstrations in infant care and hygiene, supervise the morning Play Centre, welcome under-nourished ante-natal mothers, how have free dinners at the Centre. She will write reports to hospitals; to school medical officers, when children attain school age; arrange for convalescence of mothers with young babies. Hers will be a full life and a very happy one.

Combined with a well-balanced mind, the Child Welfare worker needs a sound healthy body, which is subjected to considerable fatigue; a mind that can cope rapidly with a vast assortment of situations. Her qualities include tolerance, sympathy, tact, complete self-control, patience, humour, optimism in the face of apparent failure.

An impossible combination? Perhaps.

But on the journey one picks up something. If one is wise, one picks up much from that constantly criticised woman, the working-class mother, to whom, with all her faults, we are bound to accord great admiration.

If we are tempted to denounce her and all her ways, we should pause and ask ourselves: would we have done the job as well, had the positions been reversed?

Great opportunities await the health worker of the future, especially regarding the moulding of character, for that is the aim of nursery schools and play centres.

It is not enough that children should have vigorous bodies if through lack of training from their earliest years in habits of self-control and fair play they ultimately swell the pitiful band of nervous wrecks, a misery to themselves and a burden to the community.

Particulars of training may be had from The Women's Public Health Officers' Association, 7, Victoria Street, S.W.1.

CHILDREN'S CARE COMMITTEES.

BY

HELEN G. NUSSEY,

Principal Organiser, Children's Care Work.

Children's care work under the London County Council was founded on certain Education Acts relating to the provision of meals to necessitous children, medical inspection and treatment, and the choice of employment. These enactments were incorporated in the consolidating act of 1921.

In addition the care committees are concerned with the working of the Children and Young Persons Act, 1933, particularly the clauses relating to neglect and cruelty.

There are approximately 1,000 elementary schools in which some 470,000 children are educated. For each school or group of schools the L.C.C. has organised a Care Committee composed of voluntary workers. The Committee is a self-governing body appointing its own chairman and honorary secretary. Every borough has a Local Association of Care Committees composed of persons appointed by the London County Council and of representatives of the Care Committees and teachers. They are entrusted with the general supervision under the Education Committee of the work of the Children's Care Committees of their respective areas. A small staff of professionally trained women co-ordinates the work of the volunteers and gives guidance to new members.

The responsibilities of the care committees include the duty of seeing (a) that no school child in need of food is unprovided for, either at home or through the school, and of discriminating between the necessitous and non-necessitous home; (b) that no child, found by the school inspecting doctor to require medical treatment or advice, fails to receive it; and (c) that no child leaving school shall do so in ignorance of the possibilities the district has to offer in the way of suitable employment, further education, and social recreation.

Medical Treatment, Education Act, 1921, Sections 80-81. A routine inspection of each child takes place four times in its school career, as an entrant, at 7 +, 11 + and during the term in which the child becomes 14, but children's care workers, teachers and attendance officers are encouraged to present to the School Medical Officer children who at any time seem to need medical advice. A care committee worker is present with the doctor at each medical inspection and is thus enabled in most cases to make immediate arrangements for treatment. If absent, the mother is notified afterwards by the children's care worker of the doctor's report. For such ailments as defective vision, enlarged tonsils, dental decay and various minor ailments, the

London County Council makes provision through medical treatment centres, or special sessions in voluntary hospitals. A children's care organiser makes appointments for the children on the application of the care committee secretaries and keeps them in touch with the progress of the cases.

The London County Council is statutorily bound to make a charge for treatment, but in cases of necessity the cost may be reduced or remitted by a decision of the Care Committee.

Provision of Meals—Education Act, 1921, Sections 83 and 84. Where school dinners are found to be necessary either by the head teacher, the school doctor or the care committee and the parents are unable to pay the full cost, it is the duty of the care committee officer to enquire into the circumstances of the case and decide whether the meals shall be granted free or at part cost.

Under the Act the Council is obliged to make a charge to any parent who can afford to pay. The care committee's further duty is to get to the root cause of the family difficulty and where possible effect such improvement in the home circumstances that the family regain their ability to feed their own children. Where children are fed for more than six months the cases are reported to the Chronic and Difficult Cases Committee of the local association for further advice.

Milk meals are given in school to children who are recommended to have them on medical grounds. These meals may be granted free or at part cost, at the discretion of the Care Committee where the parents are unable to pay the full amounts.

Under the Government Scheme for the supply of cheap milk to school children large numbers have milk through the milk clubs arranged by the teachers on payment of $\frac{1}{2}$ d. for one-third pint bottle.

Choice of Employment—Education Act, Section 107. Though the Council has not adopted the choice of Employment Act and placing in industry is therefore the responsibility of the Ministry of Labour, the Council's scheme provides for close co-operation with the Ministry by ensuring that all available information as to the special aptitudes and predilections of each child is passed on to the Local Juvenile Advisory Committee. Care Committee workers and teachers are well represented on the Local Committees and the after-care conferences held in each senior school form a regular meeting place for all concerned.

At this Conference an opportunity is given for a careful choice of work and of continued education, and the development of healthy leisure interests.

The Care Committees are free to decide how far they can keep in touch with the children and their families after they have left school. An increasing number of committees, finding that many plans made at the Conference do not materialise, arrange for a visit to be paid to the home of every child who has left school,

and only remove names from the visiting list as they are satisfied that friendly help is no longer needed.

Cruelty, Neglect and Unsatisfactory Environment (Children and Young Persons Act, 1933). The majority of parents are sincerely anxious to do the best they can for their children, but there is still a good deal of ignorance and carelessness to contend with. Where friendly offices fail the neglect is handled officially either by a special officer of the London County Council or in more serious cases by the National Society for the Prevention of Cruelty to Children, to whom the Council leaves prosecution in cases of neglect or cruelty.

General. Much of the success of the work depends on co-operation with agencies outside the Council's services. Nothing is outside the care committee range, even if all they can apparently do is to request some other agency to deal actively with a case. The essential point is that wherever there appears to be a difficulty the cause and not merely the symptoms should be treated. Relief or rescue societies, hospitals, child guidance clinics, holiday and convalescent facilities, clubs for juveniles, to say nothing of many religious organisations which cater for the social welfare of the young, are all used, in addition to those bodies which may help to remove from an adult some disability which is having a detrimental effect on the child.

Staff. There is a framework only of paid organisers, who are divided into two categories—those engaged in the Medical Treatment Centre work, and the General Organisers, who are responsible for the well-being of the Care Committees.

For both a thorough knowledge of social work, practical and theoretical, a good education, judgment and initiative are necessary, and preference is given to those who hold a degree, as well as a diploma in social science, such as can be obtained at most of the recognised schools of sociology.

Advertisements appear in the Press from time to time and the L.C.C. selects a panel from which applicants are taken as vacancies arise.

The hours of work for those on the permanent staff are 41 weekly, exclusive of meals. Holidays are the same as those given in the elementary school, excluding Saturday mornings. Organisers are first appointed to the temporary staff, the hours of which are 38½ weekly, and the holidays are given according to the length of service. Promotion is by merit.

The salaries of the permanent staff are:—

Junior Assistant Organisers	£200—£250.
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Senior Assistant Organisers	£250—£300.
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District Organisers and Divisional	
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Treatment Organisers	£300—£400.
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Principal Assistant Organisers	£400—£500.
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Temporary Assistants are paid 66s. 6d. per week.	
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TRAINING IN DAY NURSERY NURSING.

BY

JOAN DAVISON,

Lecture Secretary, National Society of Day Nurseries.

There are day nurseries and homes for children all over the country and in most of those affiliated to the National Society of Day Nurseries girls of 16 to 20 years of age are taken as probationers or students to train as nursery nurses.

A day nursery takes children from a few weeks to five years old whose mothers have to go out to work. The children arrive about 7.30 a.m. and are fetched about 6.30 p.m. They are bathed at the nursery, changed into nursery clothes and they have their meals and rest during the day.

The nursery is in charge of a Matron who has usually had a hospital training in addition to special experience with children. Many nurseries employ a trained nursery school or kindergarten teacher for the older children. The number of students in a nursery varies from 2 to 20 according to the number of children taken.

The usual period of training is for two years, but in some of the nurseries where a premium is paid, the training is for one year and, occasionally, a girl over 18 will be accepted for a one-year training. Some nurseries charge a premium, varying from £10 to £50 per annum, in others a free training is given, and in many pocket money of 2s. 6d. to 7s. 6d. a week is paid. Uniform is sometimes provided and some nurseries pay the lecture and examination fees. The charge for each examination is 7s. 6d. and the cost of the lecture courses in London is 10s. per course.

The work in the nursery includes nursery cookery, needle-work, knitting, laundrywork and the cleaning of the nurseries, in addition to the care of the babies and older children. Lectures are given on the theoretical work to prepare students for the examinations set by the National Society of Day Nurseries and the students receive a comprehensive training in looking after healthy babies and young children.

To obtain a certificate from the National Society of Day Nurseries, a student must have satisfactorily completed her prescribed period of training (no certificate is given for a training of less than one year), and must pass an elementary theoretical examination and a practical test. For the practical examination an examiner is appointed by the Society to visit the nurseries and she examines the students while they are following their normal routine. The syllabus of the examination includes bathing a baby, making up bottle feeds and amusing and occupying a group of older children. In addition, specimens of nursery

needlework, knitting, mending, darning and laundrywork and a model meal are prepared for the examiner to see. The syllabus of the theoretical examination includes simple physiology and hygiene, methods of feeding, diets, etc. An additional certificate can be obtained by taking an "advanced" theoretical examination, for which most students sit before leaving the nursery.

The training enables girls to take up posts in private families as children's nurses and they are usually able to command a higher salary than an untrained nurse. They can also take posts in day nurseries or in the many types of children's homes as staff nurses at salaries ranging from £48 to £65 a year resident. There is always a great demand for trained children's nurses. For the higher posts in institutional work it is necessary to obtain hospital experience and to qualify for one of the nursing registers.

The students in most nurseries are resident. The hours are often long, but off-duty time is arranged every day. Week-ends are free and students may usually go away from Saturday afternoon to Sunday evening. In addition to the two or three weeks' summer holiday, day nurseries are generally closed for public holidays.

The essential qualifications for a student are good health, patience with children, a reasonable standard of education and an aptitude for domestic work. The training is a useful way of filling in the difficult period between leaving school and taking up hospital work and it is never a waste of time to have a knowledge of child care whatever work may be taken up later.

Length of Training 1-2 years.

See also: HEALTH VISITORS; INFANT NURSING; NURSERY NURSING; NURSERY SCHOOL TEACHING.

CHIROPODY.

BY

THE SECRETARY OF THE INCORPORATED SOCIETY OF CHIROPODISTS.

Chiropody, now recognized as a medical auxiliary, is rapidly taking its place as a branch of the healing art. As a profession, it offers considerable scope to those young people who have a natural bent towards some form of medical service, but who, for various reasons, cannot afford the time or money required to take up the prolonged training necessary for entry into the medical or dental professions.

There is no doubt that many thousands of people are more or less incapacitated each year as the result of minor foot disabilities. In the past such people may have been content to suffer, but it is now being realised how much relief can be obtained from treatment by trained Chiropodists, with the result that the public are availing themselves of this service to an even increasing extent.

Training. The diploma and designatory letters of the Incorporated Society of Chiropodists are, and for many years have been, well known and recognised in the medical world as evidence of scientific training and a thorough knowledge of practical work. In these circumstances, parents will readily grasp the importance of selecting with care the Institution to which they entrust the training of their young people if they contemplate taking up Chiropody as a profession.

The Society, the oldest Chiropody examining body in Great Britain, was founded in 1912, and is one of the two organisations recognized as a qualifying body by the Board of Registration of Medical Associations. Its objects include (i) the regulation of the curriculum and training of Chiropodists in Schools recognised by the Society and (ii) the testing by examination of Students and others to whom Certificates of efficiency are awarded on giving satisfactory proof of proficiency. The Society is recognised by the Board of Registration of Medical Auxiliaries and the Examining Board includes Physicians and Surgeons, as well as Chiropodists, the examination in Medicine, Surgery, Anatomy and Physiology being conducted by medical men from a panel approved by the Royal College of Physicians and the Royal College of Surgeons of England respectively.

The curriculum in the Schools recognised by the Society provides tuition in the Anatomy and Physiology of the foot, and in the local affections to which the foot is subject in so far as these fall within the sphere of Chiropody. This teaching is followed by practical instruction in the treatment of these affections.

The staffs of the Schools include Physicians and Surgeons who are members of the Teaching Staffs of General Hospitals,

and all subjects, apart from the theory and practice of Chiropody and Chemistry and Physics are taught by the medical members of the staffs.

There are at present four Schools which are recognised as training centres, and whose students are examined by members of the medical profession and chiropodists appointed by the Incorporated Society of Chiropodists. These are the London Foot Hospital School of Chiropody, 33, Fitzroy Square, London, W.1, the Edinburgh School of Chiropody, 81, Newington Road, Edinburgh; the Manchester School of Chiropody, Oxford Place, Victoria Park, Manchester; and the Glasgow and West of Scotland College of Chiropody, 22, Windsor Terrace, Glasgow. These Schools are attached to Foot Hospitals or Clinics staffed entirely by Members of the Society where the students have the opportunity of seeing and dealing with every type of foot ailment within the scope of Chiropody.

Period of Training and Fees. The course occupies two academic years, and the fees vary from seventy-five guineas to ninety-one guineas, and the cost of books and instruments may amount to approximately an additional ten pounds. All the Schools have arrangements whereby the fees may be paid in instalments extending over varying periods.

Any further information regarding the Schools may be obtained from the Secretary of the particular School which is found to be most convenient.

In addition, there is a Register of Private Teachers resident in certain areas where there is not a School recognised by the Society, with whom arrangements may be made to receive tuition privately. Particulars of this Register can be obtained from the Secretary of the Incorporated Society of Chiropodists, 21, Cavendish Square, London, W.1.

Status. Since its inception one of the principal objects of the Incorporated Society of Chiropodists has been the promotion and encouragement of the scientific advance of Chiropody, as well as the securing of official recognition and legal status of the profession, and considerable advance has already been made in this direction. With a view to meriting such recognition, Members of the Society are required to conform to a high ethical code, and under no circumstances are they permitted either to advertise or encroach on the proper sphere of the Medical Profession.

Fellows and Members of the Society may describe themselves respectively as Fellows of the Incorporated Society of Chiropodists (F.I.S.Ch.) and Members of the Incorporated Society of Chiropodists (M.I.S. Ch.). Fellowship is only attainable by a person who has been a Member for five years, subject to compliance with certain conditions and passing the requisite examination.

Prospects. The practice of Chiropody by the fully trained offers an encouraging opening for skilful and remunerative work, and there are various openings available for those who have completed their training. The majority of students commence in private practice, and in this connection it must be emphasised that those qualities of personality and industry which make for success in any profession apply equally in Chiropody. Others prefer to secure an appointment as an assistant to a practising Chiropodist either as a permanency or temporarily with a view to obtaining further practical experience before setting up in practice for themselves or entering into partnership with another Chiropodist.

The question of the adding of a Chiropody section to their Therapeutic Service is being seriously considered by many General Hospitals, and already several of the most important Hospitals and General Infirmarys are so equipped and consequently the number of such appointments is on the increase.

Many of the more important industrial concerns in Great Britain now have a Chiropody Department forming part of the Welfare Service provided for the workers, which have, according to reports received, proved of undoubted economic value in those cases where the experiment has been tried. The success which has attended the introduction of this feature will undoubtedly lead to its adoption by many other employers in the country.

Furthermore, a number of Municipal Public Health Departments have approved Foot Clinics which offer attractive openings for the trained Chiropodist.

One of the developments of the future will undoubtedly be in connection with the preventive aspect of treatment in Chiropody, particularly during childhood, this being an important matter and one to which attention is frequently drawn. A probable line of advance will be in connection with the Medical Inspection of Schools, and it would seem reasonable to expect that Chiropodists will be appointed to work in co-operation with the Medical Officers in the Health and Medical Services of the various municipal authorities.

Length of Training	2 Academic years.
Cost of Training	75—91 guineas.

(Plus £10 to cover cost of books and instruments).

Church Work.

WORK FOR WOMEN IN THE CHURCH OF ENGLAND.

BY

THE HON. MRS. TAYLOR,

Central Council for Women's Church Work.

To-day the Church has organised her work to enable women to give their lives to it with some sense of security, though not without sacrifice. Stipends are small, but Bishops usually license a qualified worker, giving her security of tenure and in most cases providing for a pension at 65.

Work may be specialised, as in Moral Welfare, organising Sunday Schools, Mothers' Unions, etc; administrative, as Secretaries of Diocesan Boards, Heads of Settlements, etc.; or full of variety as Parish Worker.

For all these there must be training, and no worker should attempt to start without procuring the Inter-Diocesan Certificate from the Central Council for Women's Church Work. These Certificates are now recognised by all Church authorities as testifying not only to qualifications attained by examinations, but also to character and practical efficiency.

To obtain a Certificate, the candidate must satisfy the examiners in two of the following Branches, of which Theology must always be one: 1. Theology; 2. Pastoral and Evangelistic Work; 3. Social Work; 4. Teaching; 5. Health Work. There are three Grades in each Branch: Grade A is the standard of University Honours; Grade B that to which a woman of good high school education should attain; and Grade C for those who have not had opportunities of anything much beyond elementary education. Workers of every grade are needed, but the increasing demand is for the better educated.

Trainings vary, but generally speaking, two years is required, at fees varying from £60 to £100 p.a. residential. These figures do not apply to the Church Army and Ranyard Workers, where the training is free.

It is well to have some experience of work—teaching, secretarial, domestic or commercial, before starting to train at the age of 23 or so. But it is by no means too late to start in the thirties.

Sunday School training is provided for at St. Christopher's College, Blackheath, where the latest methods of teaching and Child Study in all its aspects are taught, as well as knowledge of the Bible, Theology and Church Doctrine. Students obtain posts for organising Sunday School work in dioceses all over the world. Their work is to visit schools, train teachers and run Summer Schools and courses of lectures on all subjects relevant to their work.

Moral Welfare is studied at the Josephine Butler House,

Liverpool, and St. Agnes House, Hampstead. This, too, has various openings—Matrons, workers for girls, and those who work with School Care Committee Organisers—each involving much visiting. There are also administrative posts with lecturing.

Secretaries of Diocesan Boards of Women's Work recruit workers, give advice on training, arrange and sometimes give lectures both to trainees and those in work. They keep a register of workers in their diocese and assist in placing them in congenial work, and are friends to them at all times.

There are, too, many Homes, Hostels and Institutions which need women of sympathy, intelligence and experience at their head.

Posts as Divinity lecturers, and Divinity mistresses in girls' schools, are open to those with a high qualification in Theology. For posts in schools, a teaching certificate or diploma is also essential.

As for the Parish Worker, her work varies in its scope according to the parish, the incumbent and the worker herself. Classes of instruction in the Bible and Church teaching, for girls and women, are usually an important part of her duties. The Children's Corner frequently makes an opportunity for approach to the children. Scouts and Guides may carry on the friendships made earlier. But above all the Parish Worker's greatest opportunity is visiting. The sympathetic, selfless, intelligent woman, ready to be a friend to all and each, is an ever-welcome guest. In times of sickness and distress she will put the sufferers in touch with the institutions that stand ready to help. In times of joy she will be among the first to hear the good news. To be the maiden aunt of the parish, ready to do all the odd jobs that no one else has time for, to help lame dogs over stiles, may not bring outward glamour, but surely inward joy and peace.

Stipends: Parish Workers £120—£180.

Organisers £200—£250.

Administrative £200—£300.

Full information about Training Centres and any other matters can be obtained from the Central Council for Women's Church Work, Room 621, Grand Buildings, Trafalgar Square, W.C.2.

THE ORDER OF DEACONESSES.

BY

HEAD DEACONESS M. PHILLIPS,
Rochester and Southwark Diocesan Deaconess House.

The revival of the office of Deaconess in the middle of the last century was one of the most significant events in the great religious movement of the time. It was due in part to the crying needs of women and children in the parishes and in part to the awakening of women to their social responsibility.

The canonical restoration of the order in the Church of England in 1923 and 1925 has now been followed by the provision for the same ministry in the Church of India and in the Church of China. Deaconesses are now working in a number of dioceses in the Church overseas, as well as in the Church at home. Admitted by ordination to a life-long service in the Ministry of the Church, they work in every case under episcopal authority.

There is a growing conviction among incumbents that the parish staff is incomplete without a woman worker. It is in parochial work that the larger number of deaconesses are engaged: in country towns; in industrial and mining areas; in the suburbs; in "slum parishes," such as the old riverside parishes of South London; in the new towns which have sprung up to relieve the pressure in the old.

The parish deaconess is sometimes put in charge of a mission church or hall where she preaches and conducts the services permitted by Convocation. As parish worker she is both teacher and evangelist. Opportunities for teaching the Christian faith and life are many and various and come in many ways; in day school and Sunday school, in classes for persons of all ages, in the work of Confirmation preparation, in parish meetings or clubs, and particularly in individual contacts within a widening circle of acquaintances.

The minimum stipend of a Parish Deaconess is £150: sometimes rooms or part of a house are provided for her.

Deaconesses are also engaged in educational, social and evangelistic work and in Moral Welfare.

They are holding posts as Diocesan Organisers of Sunday School work, Secretaries of Boards of Women's Work, Heads of Colleges, Deaconess Houses, and Settlements.

The normal course of training is two years. This can be shortened to one where the candidate is already well equipped in one or more departments.

The syllabus covers Biblical Theology and Practical work, including teaching. The examination is normally that of the Provincial Council for the Order of Deaconess. The Certificate of the Central Council for Women's Church Work is sometimes taken as an equivalent.

It is necessary in every case to satisfy the ordaining bishop both as to technical qualifications and to personal fitness for the office of a deaconess. The normal age of ordination is thirty years, the minimum age being twenty-five.

The average cost of training is £75 per annum. A limited number of bursaries are available.

Information about the training in Deaconess Houses for the diaconate and licensed lay work can be obtained from the Head Deaconess at The Central Deaconess House, Hindhead, Surrey.

Length of Training Normally 2 years.

Cost of Training £75 per annum.

Some bursaries available.

WORK FOR WOMEN IN THE FREE CHURCHES.

FROM THE
NATIONAL FREE CHURCH WOMEN'S COUNCIL.

The Ordained Ministry.

In the Congregational and Baptist denominations the full ministry, with all that is involved in the charge of a Church, is normally open to women. In practice, however, it would generally be true to say that women rarely receive a "call to a Church" except after much delay and difficulty. All the duties that devolve upon a man in this vocation devolve also upon a woman. Stipends vary from £120 to £500. A Free Church girl who feels constrained to enter the Ministry as a profession must apply to one of the recognised Colleges in her denomination, the names and addresses of which she can obtain from her Denominational Headquarters.

The Methodist Ordained Ministry is still closed to women, but this body makes much use of their service in other capacities.

Deaconesses.

The vocation of Deaconess offers much scope to the Free Church woman with a love for the people, some gift of organization, and public speaking, and it is at present much more advisable for a girl who feels called to a career "in the Church" to train for this work than for the pulpit ministry. The Methodists in particular have developed this ministry of women and the Baptist Training Centre has been established over forty years.

Some Deaconesses specialise in work among children, some have charge of Mission Halls, others of Rescue Homes, or Shelters. Training for this work covers a period of about two years, and consists of lectures on Bible subjects and hygiene, and practical experience in connection with some large Denominational Centre.

The salary for a Deaconess varies from £120 to £150 and a Superannuation Scheme now prevails among the Baptists and Congregationalists. Application for Training must be made to the Deaconesses' Training Home, Ilkley, Yorkshire, or West London Mission, Kingsway, W.C.2.; Baptist Women's Training College, 12, Carlton Drive, Putney, S.W.15., or Ranyard House, 26, Russell Square, W.C.1.

The last named is an Interdenominational Training Centre, and from here the Congregational Churches draw many of their Deaconesses.

Social Service.

Under the auspices of the Free Church Women's Council there are openings for women with Maternity or Child Welfare Diplomas, or with domestic science or nursing qualifications, as this body has Hostels for Business Girls, Homes for Unmarried Mothers, Holiday Homes, and Homes for Elderly Ladies. A few of these posts call for further qualifications which can best be obtained at the Josephine Butler House, Abercrombie Square, Liverpool. Training there costs £100 per annum and covers one or two years.

The posts offered by the Free Church Women's Council are all residential, with salaries ranging from £50 to £120. Fuller information may be obtained from the Free Church Women's Council, 27, Tavistock Square, W.C.1.

The National Homes and Orphanages at Highbury are under the auspices of the Methodists; Spurgeon's Homes at Stockwell are under the Baptists, and these offer scope for the woman with a love for children. The Shaftesbury Society being inter-denominational, has posts in its Homes where Free Church women receive salaries for their service.

Educational and Denominational.

The Free Church Woman who has qualified as a teacher and wants to serve her denomination in that capacity is likely to find an opening in one of the Schools advertising in her denominational Handbook. The girl who must begin to earn early, and can only train as a stenographer by seeking a post in the offices of her denomination and keeping alert may qualify for a position as Organising Secretary, or as Secretary to a leading Minister. Both of these posts offer wide scope to the woman whose great desire is to serve her Church while she earns her livelihood.

MISSIONARY WORK ABROAD.

BY

CATHERINE MACKINNON, M.A.

Principal: Carey Hall, Selly Oak, Birmingham.

The phrase 'missionary work' to-day covers a wide variety of types of work carried on by women equally varied as to gifts and training. Many kinds of professional training can be used, e.g., the masseuse and the dispenser as well as the nurse and doctor, the domestic science specialist and the teacher of physical culture as well as the teacher of ordinary class subjects.

Underlying the variety of educational, medical, social and evangelistic work lies a unity of purpose, that of showing to individuals and to society by life and word the reality of the

Christian faith. It is hardly necessary to point out that the first essential in the candidate for missionary service is that she should desire to serve in accordance with this purpose.

In large cities in the East there are missionary institutions—hospitals, schools, social service centres,—very similar to corresponding institutions in England as regards standards of work. But both in the East and in Africa the great majority live in the villages and must be served by institutions run on a smaller and simpler scale, and in these the staff must be prepared to play many parts. The so-called 'district' or 'evangelistic' missionary often has the supervision of work in a group of villages, trying to keep the work of the village schools up to standard, perhaps supervising a few health centres and working with groups of women members of the church as well as preparing others for membership.

Almost every missionary finds that she is expected not only to exercise her own professional training directly but also to undertake the training of native women. She may have the supervision of nurses in a hospital, a group of teachers or of native women evangelists. In some fields the work has now reached a stage where the missionary has to be prepared to yield leadership to women of the country and herself to take second place.

It is obvious that hard work in a hot climate demands physical fitness and a thorough medical examination is the first test for every missionary candidate. The work demands also first rate training along some one line, and experience of actual work in it, initiative and independence combined with interest in people and sympathy with other points of view. Ability to learn a language is also important.

The great majority of missionary posts are under one or other of the larger missionary societies and the first step towards becoming a missionary is to get into touch with the woman secretary of one of these. The address of any of the societies could be got from the offices of the Conference of British Missionary Societies, Edinburgh House, 2, Eaton Gate, Sloane Square, S.W.1. A few Christian schools and colleges in the East recruit staff direct. Such vacancies are announced from time to time in the educational newspapers. Information may also be obtained from the Institute of Christian Education, 49, Gordon Square, W.C.1. In most cases a period of missionary training is required. Missionary societies prefer candidates about the age of twenty-four or twenty-five. The length of this training varies considerably according to the candidate's previous qualifications and the kind of work to which she is being appointed. It may be anything from six months to three years. The training is taken in colleges established by the missionary societies. The cost averages about £90 per annum. Where it would be difficult for the candidate herself to meet the cost the societies are willing to give the necessary help. The course includes Biblical and theological study, comparative study of religion, psychology,

sociology, some introduction to the culture of the country to which the missionary is going, also practical experience in teaching, conducting meetings, running clubs, Guide companies and the like. The missionary society meets the cost of travel to and from the field of work and the sum allowed for outfit is sufficient to cover necessities. The salary on the field is sufficient for maintenance on a comfortable but simple standard of living, but would generally allow very little margin. Most missions provide medical care free through their own doctors and hospitals. They also have their own pension schemes. In general it might be said that the missionary need not expect luxuries nor will she have money to spare, but she will have sufficient for a healthy and interesting life. Periods of service and length of furloughs vary. In some parts of Africa missionaries spend eighteen months or two years at a time on the field. In less trying climates the usual period on the field is five years succeeded by a furlough of one year or longer.

The supply of suitably qualified candidates for vacancies is insufficient in all the societies.

Length of Training ..	6 months—3 years.
Cost of Training ..	£90 per year.

THE CIVIL SERVICE.

The Civil Service offers to women a wide variety of interesting and well-paid posts, although women at present receive only 80% of the salary paid to men engaged on the same work. The appointments range from purely routine work to positions of responsibility which give scope for the woman of superior education and ability to act on her own initiative.

The Service comprises a large number of Departments, and the work may be divided into three main sections: the Treasury Classes, the Departmental Classes and the Technical and Professional Classes.

The most usual method of entry is by competitive examination, although some appointments in the Departmental and Professional Classes are made as the result of competitive interview by a Selection Board. This may or may not be accompanied by a written qualifying examination. Notices of all forthcoming open competitions are published in the London daily press, and forms of application, as well as further details about appointments, can be obtained from the Secretary, Civil Service Commission, Burlington Gardens, W.1.

When vacancies occur which are not included in a Treasury or Departmental Class, applications are usually invited by an advertisement issued by the particular Government Department concerned.

Women candidates must be unmarried or widows, except in certain very special circumstances. They will normally be required to resign their appointments on marriage, but in certain cases the Department concerned has the discretionary power to retain a woman in the interests of the public service. They must also be natural-born British subjects, and the children of "a person who is, or was, at the time of death, a British subject."

TREASURY AND DEPARTMENTAL CLASSES.

The Treasury and Departmental Classes include the Administrative Class, the Executive Class, the Clerical Class, and the Sub-Clerical grades, which consist of Clerical Assistants and Typing Staff.

Treasury Officers are employed at Headquarter establishments and are mainly to be found in London.

Administrative Class.

This class is responsible for the formation of policy, and general administration and control of the Departments of the Public Service. It gives access to the highest appointments in the Home Civil Service (the Indian, Burma and Ceylon Civil Services are not open to women). There is an Administrative Class in all Departments, and the duties are broadly speaking the same in every case.

Candidates for admission by open competitive examination must have attained the age of 21 but not 24 on August 1st in the year in which the examination is held. The standard required is suitable for candidates of good university standing.

Section A of this examination is composed of compulsory subjects:—

1. English Essay.
2. English.
3. Present Day.
4. Viva Voce.

For the Foreign and Consular Service Groups only Elementary Economics are also a compulsory subject in this section.

Section B is composed of optional subjects totalling 700 marks, which means in practice three of four subjects, according to the recognised value of the subjects chosen. A choice may be made from the following groups:—

1. History.
2. Law, Philosophy, Politics and Economics.
3. Mathematics and Science.
4. Languages and Civilisations.

Prospects.

Salaries of Assistant Principals (Junior Grade) start at £275, rising by annual increments of £25 to a maximum of £510.

Promotion is open to the position of Principal with a salary

of £700, rising to £940, and above this to the position of Assistant Secretary of a Department which carries a salary of £1,000 rising to a maximum of £1,375. Principal Secretaries receive £1,525 p.a. (No woman yet appointed).

Executive Class.

The work of this Class is varied, covers a large proportion of the higher appointments and offers scope for initiative in carrying out the policies framed by the Administrative Class.

The majority of Government Departments are staffed by Officers of the Executive Class, and it offers a good opportunity for intelligent girls who are not going on to the University.

The Executive Class has taken the place of the old Second Division, which was formerly open to men alone, but is now open by competitive examination to both men and women between the ages of 18 and 19. The examination by which the general Treasury Class is recruited is the same as that for the posts of Assistant Inspector on the outdoor staff of the Ministry of Health, Welsh Board of Health, and the Department of Health for Scotland; Assistant Auditor in the Exchequer and Audit Department; Assistant Examiner in the State Duty Office of the Inland Revenue Department; Actuarial Assistant in the Government Actuary's Department; Audit Assistant in the Ministry of Health. Retention of these Offices depends on Officers obtaining the necessary professional qualifications. Such Departments as the Ministry of Health and the Public Trustee—which have hitherto been known as "technical"—are now also being recruited through the Executive examination.

There is an increasing tendency to use Executive Officers for audit and account duties in such Departments as the Board of Inland Revenue and Ministry of Labour, and there are definite opportunities for the girl who is good at figures to enter the Actuary's Department which is also recruited from this Grade.

Successful Candidates enter as Executive Officers (Junior Grade) and pass by promotion to the Higher Executive Grade.

The compulsory subjects for examination are: English, Arithmetic, General Knowledge. In addition candidates must offer any three or four of the following: Lower Mathematics, Higher Mathematics, French, Spanish, German, Welsh, Latin, Greek, History, English Literature, Geography, Physics, Chemistry, Biology.

Prospects.

Salaries for Junior Grade Executive Officers in the London area start at £150, and rise by annual increments to a maximum of £420.

Promotion is open to the Higher Grade in which salaries start at £450 and rise to a maximum of £525.

The fees for this examination amount to £4.

Inland Revenue Department. (Tax Inspectorate)

Section A of this examination includes three subjects, all of which are compulsory:—

1. English Essay.
2. English.
3. General Paper.

Section B offers a choice of subjects amounting to a maximum of 600 marks—there is a wide choice indicated, including Business Organisation, Accounting, Banking and Exchange, Law of Trusts, Industrial History, Roman Law, French and German, and a large number of others, full details of which may be obtained upon application to the Civil Service Commissioners.

Section C consists of a Viva Voce examination.

The fee payable for this examination amounts to £6.

Prospects.

Salaries for *Senior Inspectors* range from £735 to £940. *Inspectors* (Higher Grade) receive from £590 to £700. *Inspectors and Assistant Inspectors* receive from £230 to £525, according to the length of their service. The class of Assistant Inspectors is a "cadet class," which means that such appointments are made on the understanding that Assistant Inspectors will eventually qualify as Inspectors.

Ministry of Labour.

Some appointments in the Ministry of Labour are made as the result of open competitive examination of candidates, who must be between the ages of 21 and 24.

These candidates may be appointed either to the Trade Boards Inspection Branch or to the Employment Exchange Service. The salary is £220 rising to £445, with possibility of promotion.

Trade Board Inspectors are employed in visiting factories, workshops and out-workers' homes, and checking the rates of wages paid under the Trade Boards (Minimum Wages) Act.

Employment Exchange Officers may be employed at a Divisional Office of the Ministry of Labour on inspection and supervisory work. Under the Unemployment Insurance Act Great Britain is divided into seven such Divisions, each under the authority of a Divisional Officer.

The Headquarters of the Ministry of Labour exercises a general control on the work in the Exchanges through the Employment Divisional Offices. Employment Exchanges are responsible for the administration of Unemployment Insurance, notification of vacancies by employers, and the supply of labour. Third Class officers appointed to Exchanges are responsible for supervising this work. In the case of officers dealing with Juveniles some responsibility for after-care work is also involved.

Prospects. All candidates are appointed as Third Class Officers in the first instance at a commencing salary of £220, and

for a probationary period of two years. Subject to satisfactory reports, they are then admitted to a salary scale of £282, rising by annual increments to a maximum of £445. Promotion is made from this rank to that of Second or First Class Officer, or Deputy Divisional Controller, as vacancies arise.

Ministry of Health.

The majority of appointments open to women in the Ministry of Health are filled from open competition and by the Civil Service Commissioners. Special vacancies, such as those for Medical Officers, are filled by the Ministry of Health in combination with the Civil Service Commissioners. Such posts are advertised when vacant. There are certain openings for women as Assistant Inspectors in the Insurance Department and in the Exchequer and Audit Department recruited from the Executive Examination.

In the *Insurance Department* all Officers are required to serve on probation for two years.

Prospects.

Salaries for Assistant Inspectors start at £150 and rise to £420 by annual increments which increase to £18 a year after the £231 scale is reached. Inspectors earn from £525 to £650. Divisional Inspectors from £660 to £860, while a Deputy Chief Inspector receives a salary of between £890 and £1,050.

Exchequer and Audit Department. Candidates for vacancies in this department will be appointed by open competitive examination, and subject to a two-year probationary period.

Prospects.

Salaries for Audit Assistants range from £150 to £420, and for Junior Assistant District Auditors, from £295 to £525. Over and above this grade no scales for women have yet been fixed.

CLERICAL CLASSES (General and Departmental)

There are two main Treasury and Clerical grades, Higher and Lower, the Higher being filled by promotion from the Lower. There are also the Departmental Clerical Classes employed in a number of Departments both in London and in the provinces, i.e., the Ministry of Labour (Employment Exchanges), Home Office (Clerks), Inland Revenue (Tax Inspectors), and in the out-stations of the Defence Department.

Higher Clerical Officers. These are employed mainly in the organisation and supervision of the work of the Lower grades, or on similar work to that of the Junior Executive Officer.

Lower Clerical Grade. The work consists of the drafting of replies to correspondence; the checking of simple accounts;

the preparation of material for statistics, returns, etc.; the collection of data for higher officers; and the supervision of the work of Clerical Assistants.

Competitive examinations are held from time to time for candidates between the ages of 16 and 17, and vacancies are filled in the Lower Grade of the Clerical Class. The standard required is that reached at the end of the School Certificate Course, at about the level required for Matriculation exemption.

Salaries.

In the General Clerical Class the salary is £85 on entry at 16, rising to £105 at 18, and thence by annual increments to a maximum of £280. Higher Clerical Officers receive £320, rising to £420. There is further promotion to Staff Officer, with a salary of £450 rising to a maximum of £525.

In the Departmental Class the commencing salaries vary, but the scale resembles that of the Treasury Class.

Clerical Assistants. The duties include machine operation and routine clerical work. Promotion may be obtained to the Clerical Class, and members of the grade may obtain 2 years' age allowance if they sit for the Clerical Class Examination.

The age limits are 16 to 17. The pay is 28/- a week at 16, rising to 72/- in London, with slight provincial differentiations.

Typist and Clerk-Typist.

Admission to this class is by competitive examination for candidates between the ages of 16½ and 25.* The subjects taken are English, Arithmetic, Shorthand and Typewriting, and either French or Geography. In the case of the Typewriting the examination is qualifying only and not competitive.

Salaries.

The commencing salary for *Typists* at the age of 16½ is 31/- rising to a maximum of 60/- in London, while a slightly lower scale prevails in the provinces.

Clerk Typists are in all respects the same as Typists, but in addition are required to undertake simple office routine duties.

Established Typists and Clerk-Typists are eligible after a short period of service for admission to competitions for the higher grades of Shorthand-Typist, which, in future, will normally be held twice a year, with appropriate increase of salary on gaining appointment.

Shorthand-Typist and Clerk-Shorthand-Typist.

No candidate is eligible who has not rendered, prior to the first day of examination and within three years of that day,

* or 28 for persons already employed in a Government Department as temporary Typists or Clerk Typists.

three months' approved service in a British Government Department, as an Established Typist or Established Clerk-Typist. Temporary Shorthand-Typists and Temporary Clerk-Shorthand Typists who commenced their temporary Service prior to July 1936, are also, under certain conditions, eligible to compete.

The subjects for examination are: Shorthand (80-100 words per minute) and English (with special attention to spelling and handwriting).

Salaries.

The scale in London ranges from 40/- before, and 45/- at the age of 18, rising by annual increments to a maximum of 72/-. These rates are slightly lower outside the London Postal Area.

Post Office and London Telephone Service.

Posts include *Female Sorting Assistants*, *Telephonists* (London only), and *Telegraphists*. Admission to these classes is by competitive examination for girls between the ages of 15 and 17 (for Sorting Assistants) and 16 and 20 (for Telegraphists).

Subjects required for the examination for Sorting Assistants include Handwriting, Spelling, Reading and Copying MSS., English, Geography and Arithmetic. Candidates must be at least five feet height.

The duties of Sorting Assistants consist principally in sorting and arranging official papers. Candidates enter on the understanding that their services will be available for any work that may be assigned to them in any part of the Post Office in London.

Members of these Grades are eligible to compete in the examination for entrance to the Clerical Grade up to the age of 30.

For the examination for Telegraphists the subjects are identical, with History as an additional subject.

Salaries.

Sorting Assistants start with a salary of 25/- and may rise to one of 60/- in the London Area. In Edinburgh the scale is lower, starting at 22/- and rising to 57/-.

Telegraphists start at 16/6 (30/- at 18) and may rise to as much as 83/6 provided they can prove a certain standard of efficiency. Telephonists' pay ranges from 30/- to 66/-.

TECHNICAL AND PROFESSIONAL CLASSES.

These classes cover special appointments under various Government Departments. The appointments include Inspectors under the Board of Education, Factory Inspectors under the Home Office, Medical Officers and other appointments under the Ministry of Health, special appointments under the Ministry

of Labour, Income Tax Inspectors under the Inland Revenue Office, posts under the Ministry of Agriculture and Fisheries and certain posts requiring special qualifications.

Admiralty.

Cartographer in the Hydrographic Department. Candidates must be between the ages of 19 and 25 and appointments will be for employment in London.

Salaries range from £215 1s. to £412 17s.

There is an examination fee of £6.

Ministry of Agriculture and Fisheries.

Inspectors and Assistant Inspectors are appointed from candidates between the ages of 22 and 30, who have had a suitable training in Natural Science, Agriculture or Horticulture, at a University or Agricultural College. They will be interviewed by a selection board, and appointments are subject to a satisfactory probation period of two years. All vacancies are advertised in the press.

Salaries. The salaries of Assistant Land Commissioners (non-established) (but eligible for establishment as vacancies occur) start at £277 16s. and rise to £412 15s. Inspectors start at £275 and rise by annual increments to a maximum of £400 General Inspectorships, to which class promotions are made, carry a salary of from £400 to £515.

Botanists. Candidates should be between the ages of 25 and 35, and should be Honours Graduates of British Universities with at least two years' experience of work in Systematic Botany, or of research work in one or more of the following subjects:- Morphology, Physiology, Ecology, Genetics, Economic Botany, Cryptogamic Botany. They should also possess a working knowledge of French and German.

Vacancies are advertised in the press, and application should be made in the first instance to the Secretary, Ministry of Agriculture and Fisheries, according to the regulations made by the Ministry.

Salaries for Botanists in the Royal Botanic Gardens, Kew, range from £387 7s. to a maximum of £590 18s. Women are also employed as Assistant Naturalists in the Fisheries Department at a salary of £275 rising to a maximum of £464.

Board of Education.

Women Inspectors are employed by the Board of Education in the Inspectorship of Elementary Schools, Secondary Schools, Training Colleges and Technical and Continuation Schools. There is great competition for vacancies, and candidates should as a rule have a good University Degree and experience in the educational world. Forms of application may be obtained at any time from the Chief Woman Inspector, Board of Education, Whitehall, S.W.1, and when filled in and returned with testi-

monials will not need renewal when vacancies are advertised. Candidates must be not less than 30 years of age.

Salaries vary from £396 to £940. Staff Inspectors rise to a maximum of £1,100.

Special Appointments are made to various Museums and Art Galleries under the Board of Education.

Science Museum. Candidates should be between the ages of 22 and 30, and should, as a rule, have a University degree or equivalent qualification and post-graduate experience. Vacancies are advertised in the press, and application should be made to the Director of the Science Museum. Suitable candidates will be called before a selection board which will make the final appointments.

Salaries. The salary for a Keeper rises from £900 to £1,050. A Keeper (Second Class) receives from £730 to £900. Assistant Keepers (Class I) receive from £490 to £680, while Assistant Keepers (Class II) receive from £337 to £490.

Victoria and Albert Museum. Candidates should be between the ages of 22 and 26. They must show evidence of such systematic education, general and technical, as fits them for the vacant posts. They should, as a rule, possess a University Degree, or its equivalent. Vacancies are advertised in the press.

Salaries. The salary at present for a Keeper is £1,058 6s., for a Keeper (Second Class), £953 13s., for an Assistant Keeper (First Class), £527 16s., rising by annual increments of £25 to £797. 3s., and for an Assistant Keeper (Second Class), £337 7s., rising to £504.

Appointments are also made by competitive selection to posts in the National Gallery, the Tate Gallery, the British Museum, and—for Geologists—in the Geological Survey of Great Britain and the Museum of Practical Geology. (Under the Committee of the Privy Council for Scientific and Industrial Research).

Home Office.

There are appointments for women under the Home Office as Factory Inspectors. Women Medical Inspectors and other Inspectors are also employed in the Children's Branch of the Home Office.

Factory Inspectors. Candidates must be between the ages of 23 and 32 years. They should, as a rule, possess a University Degree or other equivalent qualification in Engineering, Industry or Science, and should have had such experience as the Civil Service Commissioners may consider fits them for the vacant post. Vacancies are advertised, and application should first be made to the Home Office. Candidates recommended by the Home Office and accepted as suitable by the Civil Service Commissioners will be interviewed before a Selection Board, who will make the final appointments. The higher ranks are filled by

promotion from the ranks below; the vacancies for new appointments arise in the lowest grade only, and at the minimum salary.

Salaries. The salaries of Second Class Inspectors, who are appointed to vacancies as they arise, start at £275 and go up to a maximum of £455. Inspectors, Class 1, receive salaries ranging from £455 to £590. Inspectors in Class 1a. start at the same figure, but may rise to a maximum scale of £745, while Superintending Inspectors receive salaries of from £775 to £940.

During the probationary period Inspectors are expected to pass a qualifying examination in Factory Law and Sanitary Science.

Other Posts. When a vacancy occurs for a Woman Medical Inspector or Woman Inspector in the Children's Branch of the Home Office, notices of the vacancy with regulations about the appointment are published in the press.

Department of Scientific and Industrial Research.

Women are eligible for appointment as Scientific Officers and Assistants. Vacancies are advertised in the Press. Candidates for posts as Scientific Officers must possess a good Honours Degree in Science and have had research experience. Girls may be appointed as Assistants if they have passed their Intermediate B.Sc. examination or Higher School Certificate.

Salaries for Scientific Officers range from £275 to £890, and for Assistants from £130 (at 19) to £415.

Special Appointments.

Chemists in the Government Laboratory (Govt. Chemists' Dept.). Candidates must be between the ages of 23 and 28, and must possess a University Degree with first or second class honours in Chemistry or the Associateship of the Institute of Chemistry and must have had not less than one year's post-graduate experience in chemical work. They should have a working knowledge of technical French and German.

The salary for a Chemist is from £275 to a maximum of £464.

Assistant Keepers in the Public Record Office. Candidates should be between the ages of 22 and 26, and should possess a University Degree or an equivalent qualification in Classics, Law or History. Appointments are made by a selection board from candidates recommended by the Public Record Office.

The salary for an Assistant Keeper in the Public Record Office is from £275 to £510.

Examiners in the Patent Office. (Board of Trade.) Candidates must be between the ages of 20 and 25.

Salaries amount to from £860 to £1,000 for a Superintending Examiner, £690 to £860 for a Senior Examiner, £530 to £690 for a Higher Scale Examiner, £320 to £530 for an Examiner and from £230 to £360 for an Assistant Examiner.

COMMERCIAL ART AND FASHION DRAWING.

BY

S. G. BOXSIUS, A.R.C.A.,

Art Supervisor, L.C.C. School of Photo Engraving and Lithography.

The young woman aspiring to a career in Commercial Art should first be acquainted with the implication of this term and the prevailing conditions of its practice. She would do well at the outset to accept with caution the flattering promises held out by certain press advertisements which have helped to create an impression in the mind of the public that here is a calling waiting to give encouraging reward for the assistance of yet undiscovered talent.

Students must be prepared to study drawing, painting and design for at least three years, and should then specialise in the designing of prints. This last can best be done by direct association with the modern practice of Process Engraving and Lithography. Even with exceptional gifts and training equipment, the young artist may be deprived of success if she is not able to adapt her talents to popular taste, or surrender something of personality in her work, to the influence of the advertiser who so often assesses the taste and intelligence of his public at too low a level. Artists capable of effecting this necessary compromise are rare.

It is not possible, in a short article, to enumerate the varied demands for drawing, painting, design and photography for commercial printing—from newspaper and journal advertisements to the decoration of boxes and containers of all descriptions. This 90% of Commercial Art is divided and subdivided into many activities which tend to become more and more specialised.

A great part of such work makes little essential call on inventive or artistic talent which, however, will generally receive recognition. It is cheaply produced and the remuneration is not such as to attract artists of exceptional ability. The greatest precision of craftsmanship is demanded, coupled with speed and practical efficiency. The entrant must be able to draw correctly, neatly and clearly in pen or brush line, wash or matt colour, copy accurately, space and execute brush lettering of many styles, trace, enlarge and reduce, translate or retouch photographs. She must have a knowledge of commercial requirements, the necessities of photo-engraving and lithography, and take an intelligent interest in all printing.

The wages in certain branches of Commercial Art are governed by Trade Union rates, and where this is done, as in the case of Lithographic or Process Artists, they are fair and reasonable; but these trades, from which women are almost excluded, are preceded by a period of apprenticeship so that there is little chance of entry after the age of 17 years. Where this government does not exist wages are tending to become more and more depressed.

There is a strong prejudice, in some quarters, not wholly

justified, against giving first employment to young people who are Art School trained and a tendency to ask premiums of beginners. Boys and men are generally preferred to girls and it is difficult, without previous trade experience, to obtain employment after the age of 20. This, in itself, precludes the possibility of any adequate period of study, which must consequently be pursued after employment.

Wages vary from £1 to £5. It is possible for a Commercial Artist to earn considerably more but opportunities are not many and work and commercial knowledge must be exceptional. There are by comparison far too many underpaid for their services.

Fashion Drawing is a specialised profession, but there are a few who, in addition, practice other branches of Commercial Art. In spite of poor remuneration, the competition for employment is strong. It is most essential that the fashion artist should have a natural inclination in favour of this profession, but it is a mistake to think that academic study can be neglected, for there are few places for the girl poorly equipped in figure drawing and technique.

The beginner in business is not, generally, deemed to be worthy of payment and usually has to serve from six months to two years before she will receive wages which, on the whole, are comparable to the wages of Commercial Artists.

It is a frequent complaint of prospective employers that the otherwise admirable work of students done in the School of Art is of little commercial value and, in particular, that the necessities of print designing have not been considered; that students do not understand, or are indifferent to, modern methods of reproduction or believe that a mere smattering of this subject is sufficient. Whether this criticism is just, or only reflects a long-standing prejudice, it must be admitted that a sound knowledge of drawing and designing for printing can best be obtained where students have the opportunity of seeing their work translated from stage to stage to the finished product, such as is afforded at the L.C.C. School of Photo Engraving. This School has classes in all branches of Commercial Art in close collaboration with its technical classes.

These notes may be summarised as follows:—Girls who desire to obtain early employment as Commercial Artists or Fashion Artists should be trained in drawing and design immediately on leaving school at the age of 15 or 16 years, but they should seek trade experience with as little delay as possible. If they show promise of exceptional ability and are in a position to wait for the more important work of Commercial Art, study may profitably be extended to from 3 to 5 years and continued, whenever possible, after actual regular employment.

Prospects depend on personality and temperament, and natural artistic ability is not always the measure of an artist's success in business.

DALCROZE EURHYTHMICS.

BY
THE REGISTRAR.

London School of Dalcroze Eurhythmics.

Among the various professions for women of to-day there is none that offers greater scope for creative work than the teaching of music and movement through Dalcroze Eurhythmics.

At the London School of Dalcroze Eurhythmics scholarships and bursaries are offered annually. The Examination for these is open to musically gifted girls.

Training.

The Course is three years and comprises:—

Rhythmic Movement.

Ear-training.

Improvisation at the Piano.

Practical teaching under supervision during the second and third years.

Lectures on the Art of Teaching, Musical History, Anatomy, etc., are included in the Course.

Pianoforte Study: Piano Study is a compulsory Second Subject for all students, who are enabled to study and sit for the L.R.A.M. or A.R.C.M., during their Eurhythmic training.

Prospects.

With the double qualification of Pianoforte and Dalcroze Eurhythmics teachers quickly find employment, either as resident or visiting teachers.

The cost of the Training is £75 per annum non-resident in London. Prospectus and further particulars may be obtained from The Registrar, The Dalcroze School, 37, Fitzroy Square, London, W.1.

Length of Training 3 years.

Cost of Training. £75 p.a.

non-resident in London.

DANCING.

BY
JEANNETTE RUTHERSTON,
of "*The Dancing Times*."

The choice of dancing as a career presents two main problems from the start, namely, whether it is to be taken up from the teaching or stage point of view.

Taking the case of the girl who wishes to be a teacher first, a sound general education is absolutely necessary, and though it is advisable for her to have had dancing lessons from an early age it is not absolutely essential. As a general rule, the best age

to begin serious training is seventeen or eighteen; this means that at the end of a three or four years' training (the usual length of time for a thorough training) she will be of an age to inspire confidence in her pupils and their parents, a most important consideration, as well as being capable of looking after herself. The Royal Academy of Dancing is at present working out a most comprehensive scheme for the thorough training of dancing teachers in such essential subjects as theory of teaching, practical teaching instruction, anatomy, physiology, and elementary child psychology which will be in working order in the very near future.

From the point of view of obtaining posts at the end of the training, it is best to qualify in as many different kinds of dancing as possible; few teachers are able to afford to pay for a specialist in one subject until she has had a good deal of experience, but an all-round teacher who can take classes in, for example, Ballet (Operatic and Cecchetti), Ballroom, Greek, and Tap, is very much surer of getting work. It is not absolutely essential for a teacher to be a first-class performer herself so long as she knows her work thoroughly and is able to impart it to others.

The question of a stage career is rather different. This should be begun at the age of eight, or even earlier, with a general training in as many of the different branches as possible; the child's general education should not be neglected and where it is not possible or feasible for her to go to a dancing school where ordinary subjects are taught, parents would be wise to let her have a governess if they are able to afford it. Standards are so high these days and competition so keen that only the most talented and thoroughly equipped dancers can hope to be successful; this may sound rather discouraging, perhaps, but it is true also of every other profession. Managers are more likely to give a girl an engagement who can do ballet, tap and musical comedy and possibly acrobatic dancing than one who can only do ballet. A girl who has any talent for singing or acting should cultivate it; a musical training is most important and should be part of the curriculum of every dancer and teacher.

The ease of a child who wishes to become a *Prima Ballerina*, an ambition which only the most rigorous training and unflagging single-heartedness can hope to achieve, is rather different; she should begin her lessons at a very early age (no point work till she is nine or ten at least) and include Greek, tap and limbering, as well, until she is about ten; then, if she is still quite sure that she only wants to do ballet, she might be allowed to drop the other subjects.

During the last five years or so dancing has come very much to the fore in England, and there is no reason to suppose that this interest will wane; on the contrary, with the new possibilities opened up by improved and more general television, there will be a greater demand for dancers, quite apart from those wanted

for stage and film productions. Dancing is also included in the National Keep Fit Movement and the profession has representatives on the council of the Central Council for Recreative Physical Training. At present there is no demand for full-time teachers for recreational dancing alone, but the well-trained teacher can probably supplement her other work with classes under this scheme. Schools are giving it a more important place in the curriculum and almost every child in the country has dancing lessons of some kind; this means a greater demand for teachers. There are also openings for teachers in the colonies where salaries are good.

Training.

Ballet (Operatic and Cecchetti Methods).

Suitable for teaching and stage work; the prospects for both are fairly good, especially if really first class.

The length of training from three years. Cost of training about £1 to £1. 10s. 0d. per week.

Ballroom.

Suitable for teaching, demonstration and competition work, hostessing in hotels. The prospects are variable, chiefly owing to the fact that the ballroom season is mainly a winter one; it is possible, however, to earn comparatively good salaries when "in work."

Length of training, six to nine months. Cost of training about £50.

Revived Greek Dance.

Suitable for teaching. The prospects are good as there are openings in schools and as assistant teachers.

Length of training three years. Cost of training £15. 15s. 0d. per term.

Margaret Morris.

Suitable for teaching, though stage work is catered for. Remedial work is specialised in. There are opportunities of teaching in branches in England and abroad and of opening branches; also of remedial work in hospitals and privately.

Length of training one to three years. Cost of training 90 to 200 guineas.

Tap, Musical Comedy and Acrobatic.

Suitable for teaching and stage work. All three are much in demand for stage and cabaret work.

Length of training four to six months. Cost of training about £2. 2s. 0d. per week.

Central European.

Suitable for teaching and stage work. Comparatively new to England.

Length of training two to three years. Cost of training about £15 per term.

Natural Movement.

Suitable for teaching. Openings in schools and as assistant teachers.

Length of training three years. Cost of training about £15 per term.

Folk Dancing.

Suitable for teaching, demonstrating and organising, chiefly in the country where there is a shortage. With few exceptions is not a whole-time job.

Length of training one to two years, with extra term's specialised work. Cost of training about £50.

General Training (including ballet, Greek, tap, musical comedy, acrobatic, ballroom, mime, etc.).

Prospects good. Length of training three years. Cost of training about 135 guineas.

N.B.—In each case the branch or method has been taken on its own merits and not as combined with other branches, with the exception of "General Training." The fees and length of training are of necessity only approximate; they vary with the school and the ability of the pupil.

Salaries.*Assistant Teacher with All-round Training.*

£3 per week non-resident.

£1. 10s. 0d. per week resident.

Head Assistant.

From £4 to £5 per week, with probable percentage on pupils.

Member of Corps de Ballet, Chorus or Troupe.

£3 to £3. 10s. 0d. per week. (Rather less in the provinces).

Folk Dance Teacher and Organiser.

£200 per year plus mileage allowance for a car.

Keep Fit and Recreational Work.

7s. 4d. per hour, 11s. per two hours in London.

5s. to 10s. per hour in the provinces.

N.B.—These salaries are only approximate.

Associations and Examinations.

In each case the London examinations only are given.

The Royal Academy of Dancing.

154, Holland Park Avenue, London, W.11.

Elementary, Intermediate, Advanced and Advanced Teachers' examinations held in January, June and September Fees vary.

Solo Seal examinations held in March and June. Fee £1. 1s. 0d.

Children's examinations in Operatic and Greek work held in March, May and December. Fees vary from 7s. 6d. to £1. 1s. 0d.

Scholarships are given. Full details on application to the secretary.

Annual subscription £2. 2s. 0d. and £1. 1s. 0d. for Advanced members.

The Imperial Society of Teachers of Dancing.

Imhof House, 112, New Oxford Street, London, W.C.1.

Operatic Association Branch 4 exams. per year.

Classical Ballet Branch (Cecchetti) 4 , , ,

General Teachers' Branch 4 , , ,

Revived Greek Branch 4 , , ,

Natural Movement Branch 3 , , ,

Ballroom Branch 6 , , ,

Stage Branch 3 , , ,

Examination fees vary from one to two guineas.

Annual subscription £1. 10s. 0d. per year for any one branch; 10s. 6d. for each additional branch up to a maximum of £2. 12s. 6d.

The Greek Dance Association.

Philbeach Hall, Philbeach Gardens, London, S.W.5.

Public examinations in January, March, July and December.

Examination fees vary from one to two guineas.

Annual subscription £1. 1s. 0d.; 10s. 6d. for students.

English Folk Dance and Song Society.

Cecil Sharp House, 2, Regent's Park Road, London, N.W.1.

Elementary and advanced examinations are held at the end of each term and at the end of each Vacation Course. Fees 12s. 6d. per certificate.

Annual subscription £1. 1s. 0d. for London members and 10s. 6d. for country.

DAY NURSERY NURSING	-	-	-	-	-	(see CHILD WELFARE)
DEACONNESSES	-	-	-	-	-	(see CHURCH WORK)
DEAF, TEACHING THE	-	-	-	-	-	(see TEACHING)
DEMONSTRATING	-	-	-	-	-	(see BUSINESS)

DENTISTRY.

BY

E. M. STEWART, L.D.S., R.C.S.

Since 1921 Dentistry has been a closed profession, that is to say that no one may set themselves up as a "dentist" unless they are registered by the Dental Board of the United Kingdom. In order to do this a registerable qualification must be obtained, and examinations held by recognised Public Bodies must be passed. Since the passing of this "Dentist's 1921" Act, many women have joined the ranks of this profession and are either in practice, or hold a post under a County Council Health Department; there are also a number of Dental Clinics who employ Women Dental Surgeons.

The remuneration may not be princely, yet a salary of £550 a year may be looked upon as being quite adequate for a woman

of simple tastes. Such a salary is offered by County Council Dental Clinics, and in addition to this, after a period of years, a pension is granted in many cases. Although the average number of hours per day never exceeds seven, and is frequently less, it is nevertheless strenuous work and not only is mental energy required, but good physical health is also necessary.

The normally healthy young woman with average brains will find that she will not have any difficulty in passing the necessary examinations. There are a number of Dental Schools in different parts of the British Isles which prepare students for the examinations set by the various Licensing Boards. Although a certain standard is required, there is unquestionably a difference in the "stiffness" of these examinations.

To give an example of this, the L.D.S., R.C.S. (Licence in Dental Surgery of the Royal College of Surgeons of England) is considered a first-class qualification and many of the leading Dental Surgeons in this country hold that it is the best that can be obtained, yet it will be found that the B.D.S. London (Bachelor of Dental Surgery of the University of London) is in reality a more searching examination, because the student, in addition to having to obtain a higher percentage of marks to qualify, has also to take more written and oral examinations.

To the woman who wishes to go into practice one qualification is as good as another, in that it permits her to practise once she has been registered with the Dental Board of the United Kingdom, which is a matter of paying a yearly fee. But in these days of competition the better the qualification held, the greater the chance of obtaining a coveted post, and by far the greater number of women Dental Surgeons are seeking part-time and full-time work under the various Public Health Bodies. There are always a large number of these posts advertised in the Dental Journals, and there is likely to be no lack of them in the future; they are moreover particularly suitable for women.

In order to get a sound knowledge of the procedure before commencing any course, application should be made to

The Registrar,

The Dental Board,

44, Hallam Street,

London, W.1.

A brochure will be sent giving the names of Schools nearest to the applicant's home, also advice as to preliminary examinations and conditions of qualifying. There are also a number of Bursaries awarded by the Board to those who show aptitude for this profession but have not the money to pay fees.

Before setting out upon a dental course the student must have passed an elementary examination such as the School Certificate with a minimum of four credits. Some Licensing Bodies have Regulations requiring certain subjects and all students must ascertain for themselves what they are required to

take by obtaining from the Registrar a book upon these regulations before starting a course which may not be suitable. Again, it is wise to ask the Dean of the Dental School at which the student intends to study for an appointment before any definite steps are taken. It is important to do this because it is essential to reserve a place in the school some months at least before actually joining. The Dean, who is equivalent to the Headmaster of a school, will give all advice as to the preliminary examinations required before joining the School and also what type of qualification would be most suitable.

For example, in London there are five schools of Dental Surgery, only two of which at the moment take women, at either of these schools the student can study for the L.D.S., R.C.S. or B.D.S. Lond., but before any course of studies may be commenced the London Matriculation or equivalent must be taken according to the rules of the Licensing Body, then an examination in elementary chemistry, physics and biology must be passed. These examinations may be taken from the school which the girl has been attending, but usually it is better to obtain advice from the Dean of the Dental School rather than to rely on that given by the Headmistress, who sends girls out into many different professions and therefore cannot be expected to have an exact knowledge of each.

Once the student enters a Dental School the course is four years for either the L.D.S. or the B.D.S. In the case of the latter the course is called a five years one, but as this includes the preliminary science degree (1st M.B.), and that for the L.D.S. does not, both courses take five years after the elementary examination (School Certificate, etc.) has been passed.

Fees vary according to different schools, the average being about £63 per annum for the four years. In addition to this there will be £50 for instruments, books, etc. Examination fees amount to about £20, which is spread over the course.

Length of Training 4 or 5 years.

Cost of Training £63 p.a. (plus £20 examination fees)

There is an additional cost of £50 for instruments, books, etc.

DIETETICS	- - - - -	(see DOMESTIC SCIENCE)
DISPENSING AND PHARMACY	- - - - -	(see PHARMACY)
DISPLAY AND WINDOW DRESSING	- - - - -	(see BUSINESS)

Domestic Science.

CAKE AND SWEET MAKING.

BY

ELIZABETH WHITE,

Editorial Staff, Good Housekeeping Institute.

The making of home-made cakes and sweets offers an interesting career to the girl whose talents are practical ones, and who prefers the lighter and perhaps more artistic side of cooking to

general catering on a larger scale. It is a career, moreover, in which the competent worker should seldom fear unemployment. At the present time there is undoubtedly a shortage of really efficient cakemakers for the numberless Home Made Cake Shops and Tea Rooms that have sprung up all over the country. The summer season is, of course, the busiest with the extra seaside and country trade, but there are plenty of establishments that remain open all the year round, and good icers and decorators are in especial demand at Christmas time.

Often the hours of work are long, but during the summer most cakemakers are able to get their share of bathing and outdoor amusements, and there are many employers who are only too anxious to give their assistants a happy home if they will in their turn show a real interest in the business. Where several assistants are employed there is plenty of companionship, and the girl who finds it trying to work in a kitchen all the day can often take a post where she cooks during the mornings, serving teas and selling cakes in the afternoons. This gives her an all round experience of the business as well as a refreshing change of work.

Unfortunately salaries for cakemakers are not as a rule high, as so many of the smaller Cake Shops and ladies' Tea Rooms cannot afford to pay a great deal, however much they may wish to. Of course there is always the exceptional person who takes the trouble to reach a really high standard and can in consequence command more than the average worker. Salaries usually paid to experienced cakemakers vary from about 25s. to 35s. a week resident, and £2 to £3 non-resident. A beginner is likely to earn from 10s. to 20s. living in, or £1 to 30s. non-resident. It must also be taken into account that all meals during work hours are provided and that the prospects of steady employment are good.

The girl who can work with a view to opening her own business is most fortunate, for, provided she has the sense to gain experience for at least a year or two at more than one well-run establishment, she has every chance of making a financial success. No warnings are too great, however, for the woman with no experience and little business ability, who opens a Tea Shop confident in the idea that it is a simple matter to undertake this specialised work without training of any kind. We have seen too many of these adventures end in disaster.

How to Train as a Cakemaker.

The training need not be long or costly and there is more than one way of going about it.

First, it is possible to become a pupil-assistant at a Cake Shop, either by paying a premium or by giving service in return for tuition. The latter way offers an excellent opportunity to the girl whose parents cannot afford to pay for her, but her training will probably be a slower one, as she will not get the concentrated

**LEICESTER DOMESTIC
SCIENCE TRAINING COLLEGE.**

**KNIGHTON FIELDS,
WELFORD ROAD,
LEICESTER.**

Principal:

MISS G. S. HAIGH, B.Sc. (London).

Three Years' Course of Training for Teacher's Certificate.

Government Maintenance Grant to Recognised Students.

Hostel accommodation.

Also special Certificated Courses for Students other than Intending Teachers. These include courses for intending Institutional Housekeepers, Lady Cooks, Demonstrators, etc., and a course in Home Management.

Prospectus and form of application for admission may be obtained from the Principal at the College (as above).

**NORTHERN
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teaching she would in a school. However, if she goes to a reliable establishment where the owner is conscientious, she should get a practical knowledge of the work and there is every chance that she may be kept on at a salary when she becomes efficient. Some of the most capable cakemakers first train by becoming apprenticed to good class Trade Bakers and Confectioners and when they have had several years' experience of a really busy trade they can very easily specialise in the production of home-made cakes. With regard to the premium pupil, I would never advise anyone to pay a large premium to a business without being perfectly certain that the establishment is a well-known one, efficiently run, with a high standard of work. It sometimes happens that a small business which cannot afford to pay an assistant will advertise for a premium pupil, although there is no one qualified to teach her and the 'services' given by the student greatly exceed the tuition she receives. There are a number of Tea Rooms of high repute to train at which is in itself a recommendation and this is, of course, a different matter. At the same time it must be taken into consideration that every business specialises in its own particular 'lines' and usually the variety of cakes made is not a very wide one. This means that although the pupil learns to make a few cakes very well, and can also make herself useful in the shop as well as the cake kitchen, she has not a very extensive knowledge of cakemaking when she leaves.

Personally I consider that the best way of qualifying is first to take a training at a good Cookery School in order to master the principles of cakemaking and to learn how to make all the usual types of breads, yeast goods, pastries, etc. If this training can include a certain amount of general cookery also, this is very much to the good as in a small place the Cakemaker is sometimes asked to cook light lunches and refreshments. A certificated course is always a help when looking for a post. On completion of the training the student should take a post as assistant under a head cakemaker where she can gain experience in the routine of a cake kitchen and in making things in bulk. The girl who eventually wishes to become a manageress or to open her own business should afterwards take a post where she can work in the Tea Room and behind the counter.

There are various schools in London where training can be taken. Inexpensive courses can be taken at most of the Polytechnics and an excellent training is offered to secondary and central school girls at The Clapham Technical School. Courses in Cakemaking and Restaurant Cooking can be obtained at The Portman School of Cookery, Baker Street. The year's Cordon Bleu Course at The National Training School of Cookery, Buckingham Palace Road, is an excellent beginning for any girl who wishes to take up cookery as a career. At Good Housekeeping Institute, 49, Wellington Street, Strand, students can specialise in cake and sweetmaking suitable for Tea Room work and

although we usually advise at least a three months' Certificate Course, I must own that we have had exceptional students who have made a success of the work after a shorter training.

Sweetmaking.

I would not advise anyone to specialise in this subject only, but to combine it with another branch of cooking such as jam making, fruit bottling, or cakemaking, as the demand for sweetmakers is limited. It is sometimes possible to work up quite a good private clientèle, selling to Cake Shops, Arts and Crafts Shops, Stores and private customers. In order to work up such a clientèle it is above all things necessary for the sweetmaker to aim at a very high standard. Not only must her sweets taste delicious but they must be well finished and daintily packed. She cannot afford to be 'slap dash' in her work or to overlook that extra care and attention to detail that will encourage sales and make her goods look different from the mass produced varieties.

Length of Training	3 months to 1 year.
Cost of Training	Varies according to School or College chosen.

CATERING AS A CAREER FOR WOMEN.

BY

N. MENDELSSOHN,

Manageress of the Restaurant of Messrs. D. H. Evans & Co., Ltd.

It is very difficult to describe the work of a Restaurant Manageress. In the first place, it would be almost impossible for any one person to have a knowledge of all branches of catering, which may be taken to include anything from a luxury restaurant to a coffee-stall. All, however, have the same fundamental purpose—to serve the customer efficiently with what he or she wants to eat and drink.

This article will deal mainly with the work involved in the management of a Store Restaurant, and it may be remarked in passing that such restaurants are becoming increasingly common, and will no doubt provide a successful career for more and more educated women in the future. This branch of the work also has the advantage that the hours are usually shorter than those worked in ordinary restaurants, while the work itself tends to be more congenial.

A girl who decides that she would like to learn the work of running a Store Restaurant should apply to the manageress of such a restaurant for information about how she may get a training in the many departments behind the scenes as well as in the restaurant itself. Certain of the large London Stores regularly take trainees at about the age of eighteen, provide their meals, dress them, and also allow them pocket money. The type of girl best suited for this training is the girl with a good secondary

school education, although this is not essential. She should moreover be bright and intelligent, willing to learn, and with a pleasant appearance and manner.

The girl who undertakes such a training, probably in company with about a dozen fellow students, should, after a period of about two years, have gained a fairly good knowledge of all the inside machinery required for the smooth running of a large department such as a Store Restaurant. In the meantime she will have learned much about how to treat the staff, and also have gained some insight into the art of appointing staff and keeping them contented when they have been appointed. For a well-run business depends to a very large extent on the contentment as well as the efficiency of the staff.

If the student is fortunate, she may be given the responsibility of managing some small section of the restaurant when she can apply what she has learnt in theory during her two years' training. She will need to make decisions about many problems as they arise, and must always remember that a customer must never be offended, but must always be made to feel welcome and satisfied with the meal. By this time she should also have acquired sufficient experience to judge whether food is well cooked,—if it is hot when it should be hot, and cold when it should be cold; she should be able to judge of its quality, and to estimate whether it has been served with the minimum delay from the moment of ordering. All these lessons will help to form the future Manageress.

During the next period of her training the student will proceed to perfect her knowledge about food and service: how to plan a well-balanced menu, how to price items, how to order supplies of food in large quantities—in fact, learn the work from every possible angle. Still, however, she will not be ready to start out on her own as a manageress. It is only over the course of years that experience can be gained, and it will be four or five years before she is fitted to undertake the position of an assistant manageress. When this opportunity comes, the last part of her training can then be completed. The necessity of acting in the place of the manageress in her absence will enable her to acquire confidence, until she is herself able to assume the position of responsibility involved in the post of store restaurant manageress.

The prospects of women thus trained and experienced are good, and there are likely to be still more openings for such women in the future. It is difficult to state exact salaries, but an assistant manageress in a fair-sized store may expect to earn from £200, if she has been well trained. The amount of salary varies, however, according to the size of the Store Restaurant, and consequently, degree of responsibility involved. Finally, to work successfully in the catering trade, especially in the Store Restaurant branch of it, one must be prepared to work hard, never to stop learning, and be ready with a never-failing supply of commonsense.

COOKERY.

BY

G. CADOGAN ROTHERY,

Editor of "The Table" (Marshall's School of Cookery).

There are very few professions for women of which it can be said that the demand far exceeds the supply. That, however, is the actual position of affairs as regards cooks, whether for domestic or educational work. It naturally follows that status and remuneration are on the up-grade. On the other hand, many things, among them the more widely spread knowledge of science as applied to every-day life, more cultivated taste coupled with greater need for economy, tend to cause employers to require more from those whom they employ. So when we say that the demand is greater than the supply, this means the supply of those who are really competent. The complexities of modern life make this imperative and steadily increase the demand, both as to numbers and qualifications.

A pupil who starts with a good general education, with a smattering of science, orderly habits, and an inquisitive turn of mind, has much in her favour. For success in cookery (getting out of the rut of mere passable routine performance) demands at least as much mental application as manipulative skill. In fact, the creative artist must know not only how to do things, but, so far as is possible in our present state of learning, why she does them. She must have ambition, yet be able to subordinate the ideal to the materials available.

Training.

This, of course, shows the need for training. The choice of training is a difficult question, and should be based on the object in view, because training varies according to the school and its aims. In some schools there are lectures and demonstrations only. In others, pupils are given practical work as well, sometimes beginning with a scullery maid's duties. A course may comprise 5, 10, or 20 lessons (or 6, 12, 24 lessons) or it may cover a year, the fees ranging from as low as £4 per term to £36 a year or more, the work embracing plain and advanced cookery, cake and sweet making, catering and, for institutional work, lectures on dietetics. Then again other schools specialise for those who intend to qualify under the Board of Education's regulations for a teacher's certificate, or to take up either institutional or commercial work; yet others turn their attention to tea-room and restaurant catering; while some are concerned only with advanced high-class French and English cooking. These last have many pupils who are taking either finishing or refresher courses, and for these it is possible to attend a single day's lesson (usually 11 a.m. to 4 p.m.) for a fee of 10s. 6d.

Private Work.

Work in private families naturally varies greatly, from plain cookery for two to six people, to high-class catering in large establishments where much entertaining is done. Remuneration, therefore, will range from about £50 to over £120 a year, according to whether the cook is working single handed or whether she controls three or more assistants. Except in some of the larger kitchens, and in remote country districts, cooking is now nearly always done by gas or electricity, which considerably lightens labour.

In London and other large cities, daily cooks are often required, especially in flats, the rate of pay ranging from about £1. 10s. to £3. 3s. weekly, according to the hours required and the style of meals to be cooked, breakfast frequently being omitted.

There are also openings for visiting cooks who will undertake to cook single meals, a luncheon, dinner, or to superintend a cocktail party, garden fête, and similar functions, the fees for such services ranging from 10s. 6d. to £2. 2s., according to the time taken and the elaborateness of the preparations. Another scale is from 2s. 6d. to 3s. 6d. per hour when only special dishes or courses are required. More rarely, visiting cooks will draw up menus for approval and contract to prepare and supply the materials (usually wines excepted) at an agreed fee per head. This, of course, is a catering enterprise and entails more than a simple knowledge of cooking.

Institutional Work.

Institutional work is also extremely varied. It offers perhaps more scope, both in openings and salaries.

Most hotels and restaurants have male cooks, owing to the long hours, strenuous work at rush periods and the control of the numerous staff. There are exceptions, however, where women are employed. The remuneration for these posts is good, seldom less than £100 a year for those who live in.

The greatest number of openings is to be found in schools and hostels, hospitals, and works' canteens. In these posts anything may be required, from plain cookery for very large numbers, plain cookery and advanced cookery for restricted numbers, to specialised invalid cookery. In certain cases it may be only a matter of the mid-day meal and in most canteens the chief work is for the mid-day meal and for teas. But, however few or many the meals may be, the cook will require a wider knowledge of her profession than that of actual cooking. There must be some understanding of food values and economics. Where growing children and invalids are concerned this extra knowledge is of the utmost importance. It is too often lacking even in very good schools and large institutions, but the importance of the matter

is being more widely recognised by the authorities, with the result that more is now demanded from cooks, both as to theory and practice. Hence the need for practical work, refresher-courses and reading of technical literature, and to some extent the wisdom of specialising, as the work is very different for a private school, a large public school or institution, a hospital, or an industrial canteen.

Such labour brings fair rewards. A resident cook in a private school will receive anything from £50 to £100 a year, £70 to £78 being a good average. In a public school the salary may be £120 or more, with good holidays. Then there is the appointment as a non-resident cook or cook-housekeeper in a County School where the salary often commences at £120, rising to £150 or £180. There are also organisers and assistant organisers of school meals for County Education Authorities where the salaries range from £300 to £400. These posts are generally pensionable.

In hospitals, cooks and assistant cooks have ample help. They usually receive from £60 to £120 per annum. The size and standing of these institutions must be taken into consideration. Some idea may be gathered from the fact that a salary of £90, rising to £100, was offered to a cook in a large hospital's Nurses' Home, where she had under her an assistant cook, and seven helpers, but had to serve 400 meals a day. The salaries in the hospital's kitchens in this case would be at least 10% higher than in the Nurses' Home.

Cooks in industrial canteen kitchens receive from £2 to £4 a week, but where they assume also a caterer's duties they may earn £6 or £7. These posts are nearly always non-residential.

Educational Work.

Educational work in cookery covers a wide field. Cookery teachers are required in secondary and elementary schools. Most of these posts are pensionable, but non-residential, and they are held under the Local Authorities. They may lead up to appointments as organisers and assistant organisers who, under the Educational Officer, plan school meals and the teaching of cookery in schools. These appointments may carry salaries as high as £400 a year. Inspectors of school work receive even more. These posts require not only skill in cookery, but also organising ability and an aptitude for teaching, including clear exposition and effective demonstration. For such appointments a full two or three years' course in a recognised College is obligatory and the possession of the University of London Teacher's Certificate is a useful asset.

Under this heading should be included publicity work. Many local authorities, and gas and electricity undertakings employ qualified cooks to give lectures and demonstration lessons. A knowledge of gas or electricity and the management

of appliances is necessary as well as skill in cookery and a gift to impart instruction in an easily understood, attractive way. Cook-lecturers may have to draw up their own courses and even purchase materials, or they may act under the direction of a general organiser. The work involves travelling, but is well paid, particularly when it is carried on at public exhibitions where it entails long hours and exceptional energy.

Some manufacturers of foods and appliances also employ cook-demonstrators (usually through advertising agents). The work is well paid, sometimes by fees and commission, but is rarely of a permanent nature. This also applies to exhibition work, now so general both in London and in the Provinces.

There are also qualified cooks who open small private cookery schools of a general character, but more often they specialise in cake and sweet making; they may also go out lecturing. These are business ventures involving capital outlay and recurring expenses, and depending for success on the ability to attract and retain pupils.

A few cooks earn small incomes by lecturing and demonstrating in schools and for such organisations as Mothers' Unions, Women's Institutes, and Clubs. Their incomes can be increased by undertaking those occasional commissions which are mentioned under Private Work.

DIETETICS.

BY

H. REYNARD, M.A.

Warden, King's College of Household and Social Science,
(University of London).

Dietetics is a body of knowledge acquired by the systematic study of diet in health and disease, a study which is necessarily progressive and whose limits are almost daily extended by experiment and research. The dietitian puts this knowledge to practical use, her chief field of action being the hospital where certain diseases are treated by means of special diets, while her potential field includes all places where food is provided and prepared on a large scale.

It is only a few years since the first appointments as dietitians to a hospital staff were made in England, although the profession had long been developed in Canada and in the United States. To-day a number of London hospitals, besides several provincial ones, employ qualified dietitians, and several accept duly qualified students on agreed terms for training. The work is carried out in a special diet kitchen fitted up for the purpose, and

the dietitian works under the direction of the medical staff, her task being to translate a quantitative catalogue of ingredients of food into a wholesome, palatable and varied diet. This involves an exact calculation of the constituents of different foods, the weighing out of the separate ingredients, the preparing and cooking of the meals and the organisation of the service by trays and trolleys to the wards. The dietitian keeps in personal touch with the patients and must work in co-operation with the medical, nursing and kitchen staffs. She deals not only with patients in the wards, but with discharged and out-patients, who need definite instruction, demonstration and tuition in the preparation of diets which they have to provide for themselves at home.

To qualify for the profession of dietitian a candidate must take a preliminary training in Chemistry, Physiology and Cookery, followed by a special training in Dietetics. This preliminary training can best be covered by a Household Science Degree Course, as given in the University of London or the University of Bristol. An alternative is a pure Science Degree, including Chemistry and Physiology, or a medical course. These must be supplemented by instruction and practice in Cookery. Until a few years ago, students proceeded from this preliminary training to a six months' course in the General and Diet Kitchens of Hospitals, and this procedure can still be followed if economy dictates. It was felt, however, that such a training was not sufficient as an avenue to the highest positions in the profession or to raise the profession to the level attained in America. Consequently, to give an effective education in Dietetics, a post-graduate Diploma Course in Dietetics has been established at King's College of Household and Social Science (University of London). Graduates with the qualifications described above are eligible for the course, which consists of six months of advanced study, followed by six months in Hospital General and Diet Kitchens, with an examination at the end of each period. Successful candidates are awarded the Diploma in Dietetics of the University of London.

Certain categories of students, who have not the entrance qualifications required by the University of London, can nevertheless be admitted to the course at King's College of Household and Social Science on the results of a preliminary examination in Chemistry and Physiology. These are:—

1. *University Graduates* in subjects other than Chemistry and Physiology.
2. *Domestic Science Teachers* who hold a Teachers' Diploma recognised by the Board of Education, and
3. *State registered nurses*.

These students take the Diploma Examination on the conclusion of the course and if successful are awarded a College Diploma.

In Scotland the Edinburgh Royal Infirmary and the Glasgow and West of Scotland College of Domestic Science both have eighteen months' Courses leading to a Diploma in Dietetics, open to University Graduates, trained Nurses and Domestic Science diplomées.

The salaries paid to qualified dieticians in Hospitals range from £200 to £350 a year non-resident, with daily lunch and tea, or £90 to £180 with full board residence. Most hospitals also offer superannuation benefits.

It is difficult to speak with anything approaching certainty of the prospects of employment for the fully trained dietitian. A new profession is always a slow growth, and the voluntary Hospitals are notoriously hampered by lack of funds. The authorities of those which have made the experiment are well satisfied with the result: in the larger hospitals the Departments have been extended and assistant-dietitians have been appointed. Other hospitals are known to be interested and only waiting for a favourable opportunity to take the necessary steps.

The future of the Dietitian does not, however, lie only within the four walls of the Diet Kitchen. Some Hospitals are beginning to employ Dietitians to supervise the food services of the new Paying Patients' Wings; and even of the entire Hospital. Schools, and especially Boys' Schools, are asking for Dietitians to undertake the catering and housekeeping of their boarding houses. Local Authorities are beginning to employ Dietitians to supervise the arrangements for school children's meals. There is a wide field for research work in Dietetics, both paid and unpaid. Though it is not yet possible to foretell when the profession will become a standardised service with regular and steady recruitment, it is a sign of the times that the demand for an experienced Dietitian for a particular post cannot always be met. The British Dietetic Association, which is the professional Association open to all duly qualified Dietitians in the British Isles, has approximately 190 members on its active list.

Length of Training:

*Cost of Training
(Non-resident):*

At King's College of Household and Social Science:

One year's postgraduate Course

£36. 15s. 0d.

At Edinburgh Royal Infirmary:

18 months' Course

£50. 0s. 0d.

At Glasgow College of Domestic Science:

18 months' Course

£34. 5s. 0d.

DOMESTIC SCIENCE.

BY

P. L. WINGFIELD,

Principal, Edinburgh College of Domestic Science

To write about Domestic Science is to write an introduction to a large number of careers for women, one is tempted to say to every career. Whatever a girl's work in life is going to be (and when she leaves school she has not always been able to make up her mind) she will face her life with greater serenity and will inspire greater confidence if she has knowledge and skill to make the best of the material necessities of life, both for herself and for those for whom she may become responsible. Therefore, a good general education in household affairs, usually lasting for about one academic year, such as may be had in any Domestic Science Training College and in many Domestic Science Schools, is the best preparation for any career, and particularly for such as Nursing, Child Welfare, Housing Estate Management, Architecture and Social Work of any kind, for which a practical understanding of other people's household problems may be regarded as essential to success. Such a training is usually open to girls of seventeen and can be taken, therefore, while they are waiting for entrance to trainings with a higher age of admission.

In addition to performing this preparatory function, Domestic Science Training Colleges also offer trainings for careers which may be more specifically grouped under the heading of "Domestic."

Those who feel they have a mission to teach will find elsewhere in this book particulars of openings for teachers of Domestic Subjects. In England and Wales, the general training offers a choice of specialisation, usually in the third year. In Scotland there are three distinct trainings: the first for teaching Housecraft and Needlework; the second for teaching Housecraft, Needlework and Dressmaking; and the third for teaching Needlework, Dressmaking, Hat-making and Crafts. Teachers of these various subjects all have their contribution to make, if they approach their work with any vision, to the building of homes in which daily routine is so ordered that there is opportunity and leisure for the aesthetic, the intellectual and the spiritual.

But there are plenty of people with equally high ideals, who feel that they have no mission to teach. What is there for them? Most posts carry responsibility for large numbers of people and training in institutional administration is, therefore, necessary. Such training may occupy one or two years and the age of admission varies in the different Colleges. Knowledge of small quantity catering (and I use this word not in relation to food alone but in its wider sense) is necessary before responsibility for larger numbers can be undertaken. The Household Management Training, referred to above, may,

therefore, either be incorporated in institutional training in concentrated form or used in its entirety as a preliminary. Those who have taken an institutional training may find employment in a variety of careers described elsewhere in this book. They will probably be wise to look first for a cookery post in a college, school, hospital or other large institution because it is often from the kitchen of such institutions that the best view of their organisation may be had. Some may find their interest in cookery will lead them on to more specialised branches of that profession, in clubs, for example, nursing homes, restaurants and tea-rooms, and these will do well to add some advanced cookery to their general training. In some colleges there are special courses in tea-room management. Others may find their special gifts lead them to become wardens and housekeepers of university colleges or of hostels, bursars, secretaries of clubs, housemistresses or matrons in schools, superintendents of factory canteens, of hospital or institutional laundries, dietitians,* public school caterers, organisers of the feeding of necessitous children, hotel manageresses or housekeepers. Some hospitals have separated the housekeeping from the nursing function and employ a housekeeping staff under the direction of a head, who is equal in status to the matron. For all these positions a general training in institutional administration is necessary and this usually includes practical instruction in Housecraft (cookery, laundry-work, household sewing, furnishing, general repairs, etc.), as well as instruction in management and organisation, catering, marketing, menu-making, food values, hygiene, dietary calculations, electrical theory, first aid and home nursing, book-keeping and business management. Those who have taken such a training will, incidentally, find themselves qualified for a wide choice of categories of the National Register which are not as well filled as they might be.

There are other careers for which a Domestic Training is necessary, though not perhaps in catering for large numbers, such as that of demonstrator in the electricity or in the gas industry, and for some of the marketing boards. For those who prefer to undertake responsibilities on a smaller scale, and to identify themselves with the interest of family life, there is domestic work to be had in many a home, and one College[†] offers a specialised training for those who wish to become children's nurses.

In most colleges and schools there are opportunities for learning Dressmaking, Hat-making and Handicrafts of various kinds. These provide useful hobbies but are not as a rule in-

* The training of dietitians at the Edinburgh Royal Infirmary is open to certain holders of Institutional Management Diplomas and to teachers of Domestic Subjects.

† Edinburgh. Princess Louise Nurses.

tended as preparation for a career. Professional training in these crafts is described elsewhere in this book.

The degree in Domestic Science offered by the Universities of London and Bristol, does not perhaps come within the scope of this article, as, for professional purposes, like any other degree course, it must usually be combined with, or followed by, a professional training. The degree courses naturally lay emphasis upon the subjects necessary to the scientific study of nutrition and other domestic problems, and the girl who wishes to apply her scientific knowledge to the study of these problems, or to teach Science as applied to Domestic Subjects, should certainly take a degree course.

From the above remarks it will be clear that the selection of Domestic Training must depend upon the career a girl has in view and that the value of the training is not wholly dependent upon its length but upon the preparation it offers for a particular career. To those who exclaim, "I want her to take the full course," it has to be explained that in most Domestic Science Colleges there are at least eight full courses and that it is of no use, for example, a girl spending three years on a course devoted to teaching technique if her object is to qualify for hotel administration. Details of the prospects of the various careers I have mentioned are given under appropriate headings on other pages.

HOSTEL WARDEN.

BY

DOROTHY L. ROBERTS.

For those who wish to take up this work, a sound practical knowledge and some experience in institutional cookery and catering are essential factors. This experience should have been preceded by a course of training in a Domestic Science Training College.

The general management of a hostel must vary with the purpose for which the hostel is used. There is the more expensive hostel which is run on the lines of a Club, where more elaborate meals are served, and all departments are planned on a more liberal scale than is possible in the less expensive hostels.

This article will deal chiefly with the average hostel for students and educated workers, whose occupation takes them from their own homes. With few exceptions, the main idea of these hostels is—to provide at a minimum charge, a maximum amount of comfort in bedroom and sitting-room accommodation, a quiet room for study, and good, nourishing food. Therefore besides the provision of comfortable, serviceable and attractive-looking furniture, economical catering and good cooking is important.

The average resident in a hostel is young and possesses a healthy appetite, so that food should be plentiful and of the right kind. The caterer who is interested in making the most of her resources will find out the stores best suited to her requirements, where she will, as a rule, be able to obtain special wholesale prices for most commodities. Here, personal attention to buying is to be recommended and should be done whenever possible in preference to relying on telephone orders. By this means it is possible to arrange a well-balanced, varied and attractive menu. Monotony should always be avoided. Meals become depressing when the same dishes are served on the same day of each week. With careful planning and forethought it is possible to produce attractive and nourishing dishes, similar in substance perhaps, but different in appearance each week.

With regard to the management of a hostel, rules should be as few as possible and should be clearly defined. Punctuality is important in the interests of both residents and staff, and its value should be emphasised. After stressing rules of importance it is a good plan to make any other "would-be" rules a matter of co-operation and mutual consideration between the residents themselves and between residents and staff. This method tends to promote a more homely atmosphere and lessens the tension and nerviness so often evident at the thought of rules.

The number of staff depends largely upon the size of the hostel and the number of residents accommodated. The Warden has usually one or two assistants. In a small hostel she usually has an Assistant Warden or House Matron who is responsible for the care, mending and distribution of the house and table linen, the supervision of the dining room and the bedrooms and the work of the domestic staff, and a Kitchen Matron who undertakes the cooking and is responsible for the well-being of the kitchen premises and the supervision of the kitchen maids' work. The Kitchen Matron should be able, if required, to undertake the whole of the catering, but in a large hostel the housekeeper would be responsible for the catering and may assist the Kitchen Matron or Cook with the carving.

In order to become a successful Warden of a hostel it is necessary to have had some Domestic Science Training and experience in all the departments of such an institution. The latter will prove a great help in solving the ever-recurring staff problems of the present day.

A knowledge of book-keeping and accounts is very necessary, as is also some nursing experience and ability to deal with minor ailments and accidents. Above all, a Warden must possess natural administrative ability, endless sympathy and understanding of human nature.

The work is strenuous and often exacting, but is full of interest, and to carry it out efficiently one must be prepared to interest oneself in the residents, especially if they are young.

and to express a readiness to help them at all times. Many of them will have recently left home for the first time, and will be shy of seeking advice from a Warden who adopts an attitude of aloofness.

The hours of off-duty are similar to those prevailing in most institutions, two hours daily, a half day weekly, one half of Sundays, and a day or week-end monthly. The salaries may vary with the type and size of the hostel. In a small Hostel, with accommodation for thirty-five to fifty residents, the House Matron's salary would be from £52 per annum, with board, residence, and laundry, and the Kitchen Matron's salary from £60 resident, but in a larger establishment, salaries would be correspondingly larger.

For the girl who has taken up Domestic Science as a career, work in a hostel can provide excellent experience which need never be dull and monotonous. It provides endless variety and opportunities of knowing something of the work of other people. It demands all the best qualities of womanhood, and the more the human element can be brought to bear, the more home-like will the hostel become.

INSTITUTIONAL MANAGEMENT AND HOUSEKEEPING.

BY

H. A. CARLISLE,

Lady Superintendent, Hopkinson House.

Institutional Management and Housekeeping as a Career for Women is an absorbing one and is attracting greater numbers of educated women every year.

I would recommend anyone who proposes to start on this Career and who is young enough to spend several years in obtaining the necessary experience, to commence by taking a Domestic Science Course, and then to obtain actual practical experience in cooking for numbers, Catering, Housekeeping and Linen Matron's duties. This can be done by taking junior posts such as Assistant Cooks, Assistant Housekeepers or Linen Matrons in Schools, Clubs or similar institutions. These posts usually carry a salary of from £50 to £80 a year and they can be regarded by the Student as a continuance of her training.

A good deal of valuable knowledge can be obtained whilst working in the Kitchen under a good Cook. Facts about food values and catering for numbers can be learnt, and this forms a good basis for anyone who wishes to take up Catering as a profession.

Much is entrusted to the care of the Housekeeper. Upon her depends the whole atmosphere of a house, for she is responsible for the general upkeep and appearance of all the bedrooms and public rooms. A trained housekeeper will know immediately she enters a room if there is anything out of order, and much that would escape the unobservant, untrained eye, will engage her attention at once. A well trained resourceful housekeeper can save the Management pounds every year by being vigilant over small things. She also has to engage and dismiss maids and must possess tact and judgment to keep the domestic staff working happily.

The Linen Matron has to attend to all household linen going to and from the Laundry each week—checking the returns to see that there are no ‘shorts.’ In many cases an inventory of linen is taken every month—worn out articles are discarded and marked off the linen inventory. A Linen Matron should exercise great care and take great pride in her linen cupboards, keeping articles neatly stacked in their various piles. All articles should be carefully examined upon return from the laundry and mended immediately they show signs of wear. A stitch in time saves nine hundred and ninety-nine in a large establishment where the wear and tear is heavy.

Several years can thus be spent by going from one department to another—not necessarily in the same institution, and a good practical groundwork of experience can thus be obtained.

A thorough knowledge of book-keeping, although not in some cases essential, is always a very valuable asset. Most institutions are run to show a profit, or at any rate to pay their way, and generally monthly or quarterly statements of accounts have to be rendered to the Governing Board.

Several months should also be spent in the Manager's Office, studying the method of running the accounts, getting acquainted with the various sources for buying household requisites and equipment such as carpets, curtains and other furnishings, studying contracts for cleaning, maintenance, etc., etc.

A Manager's life is an arduous one—nearly always entailing long hours of very close personal supervision, demanding patience and perseverance and a sympathetic understanding of human nature. She must possess organizing ability to a very marked degree, because one of her first duties will be apportioning and arranging the work of the various departments to ensure absence of friction between Staff. She must be a keen business woman, knowing where to buy in the best markets, possessing a sound, shrewd judgment, and preserving discipline. She should exercise a constant supervision in all departments, remembering always that any criticism should be constructive and helpful and a sympathetic attitude should be shown towards any difficulties experienced by her staff. All equipment throughout the build-

ing should be kept in good repair and up to date, and this requires constant and close supervision on the part of the housekeeper.

An inventory of Linen, China and Cutlery should be taken every month and losses and damage made good. There is always a considerable amount of wear and tear on the equipment of any large establishment and it is imperative that the repairs are dealt with immediately. Sheets, Blankets, Bedding, Curtains, Carpets, Cutlery and Dining Room equipment should be renewed periodically. A Manager must know how and where to buy wisely and economically everything required for household use. Generally speaking it is always cheapest in the long run to buy the best of anything that is required to stand up to hard wear, and much money can be wasted in buying inferior articles.

A certain amount of redecoration should be undertaken every year and a periodical inspection of drains, gutters and boilers should be arranged.

In large establishments it is often found desirable to employ a man all the year round to undertake redecorations as the opportunity arises.

The arduous task of spring cleaning must be accomplished annually. In colleges and schools this is done during vacation, but in residential Clubs and other institutions which do not close during the year, it has to be regarded as part of the normal day's work. But, in any case, the rooms should be entirely emptied of furniture—beds taken down and thoroughly cleaned and over-hauled—ceilings and walls washed where possible—otherwise swept and fresh curtains hung.

The importance of good catering cannot be too strongly stressed. It is essential to serve all meals punctually and attractively, to provide as much variety of foods in season as funds will permit, and also to cater for the Vegetarian and for those who are on special diet. Work in a kitchen can be considerably lightened and speeded up by installing some of the many mechanical machines on the market to-day, such as electrical mixing machines, with their chopping, slicing and mincing attachments; potato-peeling machines, etc. In the long run they pay for the initial cost of installation by saving of material and the work of the Domestic Staff is considerably lightened.

It is always a good plan to consider the year's expenditure in the light of the previous year's workings, to allocate certain reserves, make allowances for eventualities that always occur, and arrange for certain improvements and enlargements as far as funds will permit.

Thus it can be seen that anyone who wishes to become a manager of any Club, Institution or Hotel, must first of all obtain practical knowledge and experience in all the departments she is later to supervise.

Length of Training	From three months to 2 years.
Cost of Training	About £30 a year.

LAUNDRY MANAGEMENT.

(*This article has been written from information obtained from the General Secretary of The Institution of British Launderers, Ltd.*)

It is by no means unusual for a girl to say when discussing a possible career, "I want to do something practical." The girl who says this is often a reliable prefect or games captain, she possesses many of the qualities which make a good leader, she knows instinctively how to get on with other people and how to get things done, she is intelligent, methodical and careful of details, but not "bookish." For such a girl Laundry Management might well prove an attractive career.

The best age to begin training is between 18 and 25. It is only rarely that a woman who enters the industry after 30 years makes a success of it.

Trainees should have reached matriculation standard; anything beyond that is not essential but helpful if it has not created an attitude of superiority to the practical work essential to factory work.

For those commencing their training between 18 and 21 years of age, three years' apprenticeship is necessary. The training consists of learning every job in the laundry. A few weeks are spent in each department in turn—examining, marking and classifying the soiled linen, washing, both theoretical and practical, machine and hand ironing (including calenders for flat work, shirt and collar finishing by hand and machine, different types of presses and hand irons of different sizes and types), reassembling and packing. The general system of organisation has also to be learnt. Charging to customers, dealing with complaints, records, etc., are learnt in the office.

The trainee goes through this sequence twice so as to see the work in each department and to understand how the work of one department follows another, after the processes have become familiar.

Having obtained a good practical knowledge of the work so that the trainee can do any woman's job in the laundry (this is necessary not only for efficient control in future, but because the capable manageress must be able to train new workers) the next thing is to gain experience in supervision. This is obtained by taking charge of different departments when the permanent heads are away on holiday, and by acting as general assistant to the Manageress.

The training described above can be obtained in a few laundries, but there are not unlimited openings for pupils, as the Institution of British Launderers, Ltd., is very anxious that more trainees should not be accepted than the industry is likely to be able to absorb. The probability is that the demand for well educated trainees of the kind referred to will steadily increase.

The total cost of such a three years' course of training is about £150. No payment is made to the trainee during the first year, but for the second year about 15s. a week and for the third year about 30s. is paid. The actual figures are a matter for arrangement in each case.

During this period of practical training it is wise for the trainee to attend some of the Evening Classes held at the headquarters of the Institution of British Launderers, Ltd., 16 & 17, Lancaster Gate, W.2. During the first year only one class a week is recommended, but during the second and third years, two may be taken.

The first class should be Laundry Technology for which an elementary knowledge of chemistry is necessary. The second class should be the General Principles of Management which includes an explanation of Factory Acts, Trade Board Orders and other Government Regulations which apply to laundries, elementary accountancy, laundry costing, industrial psychology etc., all treated from the point of view of their application to laundries.

Attention should perhaps be drawn to two facts: firstly that Laundries come under the operation of the Factory Acts and that there is a Laundry Welfare Order in existence; and secondly that the Laundry Trade Board has issued Orders establishing minimum rates of wages which are enforced by law.

Students who are taking their training in a London laundry have the further advantage of being eligible to attend the monthly meetings of the Junior Section of the Institution, held at the Offices at Lancaster Gate. These Meetings are limited to junior executives and trainees for Management, and are of a combined educational and social character. It gives new entrants to the Industry an opportunity of getting to know one another and to exchange experiences.

On the satisfactory completion of her training, the trainee should be capable of taking a post as departmental supervisor or general assistant to a manageress, at a weekly wage somewhere between £2. 10s. and £3. 10s. a week. This first paid post is the acid test of the success of the training and the suitability of the individual for management. In a sense it is a continuation of the training.

When once the trainee has proved her ability it is only a question of time before she can earn £4 to £5 a week and later £6 and £7 a week and even more.

Though the work is not unduly hard (and it is significant that nearly everyone who enters the industry in the way described above likes it very much), it is not an easy chair occupation. The Manageress does not spend most of her time in her office. She has to be about the factory, watching, energising, supervising from the time work commences at 8 a.m. until it stops in the evening. Those who are looking for a 10 to 5 schedule would call it a hard life.

The Institution of British Launderers, Ltd., 17, Lancaster Gate, W.2, is always pleased to advise those who are thinking of entering the laundry industry and to give the names of laundries willing to take pupils. It is also willing to assist trainees by advice during their period of training and in finding suitable posts on the completion of training.

Length of Training 3 years.

Cost of Training £150.

See also:—HOTEL WORK AND TEA ROOM WORK.

DOMESTIC SUBJECTS TEACHING - - - - - (see TEACHING)

DRAMA.

BY

EILEEN THORNDIKE,

Director, Embassy School of Acting.

Until quite recently the stage was regarded as one of the few professions for which training was not really necessary—the qualifications needed being merely a few successes in amateur dramatic companies and a certain amount of influence in the right quarters. That is one of the reasons why the stage has always been a profession overcrowded with incompetents and moneyed tyros, blocking and hindering the path of those with a true vocation. We have to go further back into the history of the drama to recall the time when actors and actresses were regarded as a race apart—rogues and vagabonds certainly, and capable of every iniquity, but a race of people following a star of purpose, willing to undergo hardships and persecution in order to follow that star.

Nowadays, however, the profession of acting is regarded as an honourable calling (and one that a young woman may enter upon without risk to her moral and social standing), and, most healthy sign of all, it is beginning to be recognised as a highly skilled art, and not to be lightly undertaken by anyone who does not possess the necessary qualifications.

An outline of those qualifications may be useful to those whose thoughts turn to the stage, but who have no means of finding out if they have any talent in that direction:—

A good appearance—not necessarily prettiness or beauty, but an appearance that induces passers-by to look more than once.

A good carriage—almost more important than appearance. Personality—an indefinable quality that must be born in one, as no amount of training can create it; a quality that makes people wish to talk to you—confide in you—seek for your judgment, and follow your advice.

A good voice. The emotions cannot be expressed without the instrument to transmute them.

A keen observation that can be trained to imitate different types of humanity.

A quick brain that can follow and carry out the ideas of others.

A musical ear. Those with no sense of rhythm or tone are quite useless to a producer.

Strength—most important of all for a profession that demands all one's time, energy and nervous forces.

There are very many other useful qualities, but those named above are the essentials.

This country possesses very fine training schools, and one hopes that the time is not far distant when managers will refuse to engage young artists who have not been through a course of training in one of the recognised establishments. When that time comes the stage will no longer be the most overcrowded profession of any, as the number of those with a true vocation and a star of purpose is small compared with the number of those who regard the stage as a jolly life and easy money.

The recognised University of Drama in London is the Royal Academy of Dramatic Art in Gower Street. This was founded by Beerbohm Tree in one house, No. 62, Gower Street, and was later extended to the next-door premises. Later again, a theatre was built at the back, and now the two original houses have been pulled down and rebuilt into an imposing University Building. A great number of well-known stage people teach there and the course lasts about two years. There are scholarships and numerous diplomas and awards to be competed for, so that those with genuine talent but no money are sure of a chance. Performances are given in the Theatre at the end of each term, and a Public Show at a West End Theatre by finishing students once a year.

The Central School of Speech Training, which has its headquarters at the Albert Hall, is also well-established and specializes very much in voice-training.

The Old Vic in the Waterloo Road runs a large school. The Students walk on in the Theatre performances, and also perform in plays of their own. The most proficient are given the opportunity at the end of the course to play small parts with the Company.

The Embassy Theatre School of Acting at Swiss Cottage takes the form of an apprenticeship rather than a School. Only those who have definitely decided on the stage as a serious career are accepted; the numbers are strictly limited, and talent is essential. The Students form a young company, and rehearse and perform plays each term in the Theatre before an audience. They also have occasional opportunities of appearing in the regular Theatre productions. There are no regular scholarships, but the directors will occasionally consider with sympathy the struggling artist, if her talents warrant their so doing.

For those desirous of taking up Musical Comedy, there is the Fay Compton School, and the Webber-Douglas School, both of which specialise in this branch, although they also have classes for serious drama.

The stage aspirant naturally wonders what chance she will have of starting on her career on leaving a School of Acting. The crowd is great around the foot of the ladder, and it needs much courage and great enthusiasm to make one's way through it; but once started, real talent usually comes to the fore. The Schools of Acting cannot guarantee work to their leaving students, but they do all in their power to put them in the way of work, first by giving them opportunities of being seen by managers and critics in public performances, and then by introductions.

An agency is often a help, as the agents know what productions are pending, and make it their business to bring their clients' names before managers.

A publication called 'The Spotlight' is on every casting manager's table, and an individual photograph will often catch his eye, even if the name is unknown to him. One should take care that the said photo is as good a likeness to the original as possible.

The Repertory Theatres are the goal of ambition to every beginner. One would advise the beginner, however, to try to obtain a first engagement walking-on or understudying for about six months before attempting to get into Repertory. The majority of stock companies in provincial towns are obliged to vary the bill each week; this means very hard concentrated work, and the producer has very little time to give to individual artists. The complete beginner is often, therefore, rather at sea, and is apt to fall into bad habits, which are hard to eradicate later. A short amount of experience understudying and watching experienced artists at work makes all the difference. The older-established Repertory Theatres, like Liverpool and Birmingham, run plays for three weeks or longer, but those are harder to get into than the newer Stock Companies.

Once established as a member of a stock company, the beginner must be prepared for enthrallingly interesting but grindingly hard work; rehearsals at 10-30 a.m. every day, continuing until 4 or 5 p.m.—just time for food and a short rest, then an evening performance of a different play. There can never be more than five or six rehearsals for each play, so a good memory and a faculty for quick study is essential. Also, one must be prepared to play any type of part, and if one is lucky enough to play a good part one week, one must be prepared to walk on or do 'noises off,' the next week. A Repertory Theatre is the finest training ground in the world for versatility and team work, and undoubtedly provides the best beginning to a profession that is hard, often disappointing, but always absorbing to those who must follow it.

Dress.

DRESS DESIGNING AND DRESS MAKING.

BY
PETER HOLLISS,

Co-Director of the Reville School of Fashion.

The art of dress designing is becoming increasingly important and is taking its rightful place in the industry which is now one of the largest in this country. No longer are the wholesale and retail dressmaking establishments content to be mere copyists of garments imported from other countries. The belated discovery has been made that British designers are capable of producing original styles which merit and gain the approbation of English women of good taste.

London is growing in world favour as a creative fashion centre. The tide of fashion has turned in our favour and an increasing number of French *couturières* are opening salons here because they realise that London is now the social centre of the world. The Royal Courts and the Season's functions attract thousands of visitors every year, and create an atmosphere of gaiety in which clothes play an important part. The fashion industry is steadily expanding to meet the consequent demand for high-class, original productions.

Although it is a profession in which, in London at least, men now seem to occupy a dominant position, women are not handicapped by the sex prejudice which persists in certain other professions. Fashion work is a sphere in which they should naturally be supreme, and which is in need of the services of well-educated women.

There are more opportunities for a successful career in the world of fashion to-day than in any other. This is very largely due to the fact that this huge industry is made up of so many different parts. Apart from the actual cutting, fitting and making which is undertaken on the workroom side of the industry, there are openings for educated girls in designing, drawing, buying, selling, and teaching. Each and every job is a progressive one—the rate of progress and the position to which each person rises depending almost entirely on the training, ability and personality of the individual.

The designing of new styles affords many opportunities for those who are properly qualified to take up this fascinating branch of fashion work. The actual work of creative designing may be performed by the principal or by different members of the staff of wholesale and retail dressmaking houses. It may be done in various ways. Rough sketches may be made by one person and used as a guide from which a cutter produces the model under the supervision of and subject to alteration by the designer. Other houses make use of properly finished detailed drawings of styles which may be produced by their own designers or bought

from free-lance creative artists. In either case, the draughtsmanship is far less important than the design or idea which is portrayed, although the work of the creative artist undoubtedly receives greater attention when original styles have the added advantage of good presentation. Many creative fashion designers work straight away in inexpensive material such as mull or unbleached calico, producing a pattern or "toile" of their design by modelling this on the figure or dress-stand.

Clothes may be designed to suit the particular style and requirements of individual clients, or to make up the "collections" which are shown at the season and mid-season displays. These "collections" may possibly include copies of models which owe their origin to some continental source. Part of a designer's work will be to adapt such models to make them suitable for different types of figures (without losing the essential lines of the originals) and to produce other variations inspired by the original theme.

Clothes for the stage and screen are usually produced by well-known dress houses, who have an intimate knowledge of what is required and are properly equipped to do this work. The actual designs may come from various sources and very few persons are employed for this work on the permanent staff of theatrical or film companies.

In some jobs the work of both fashion artist and creative designer is combined. For example, that of producing the sketches for the paper patterns which are featured in many magazines and newspapers. For this work particularly, and for all designing, some knowledge of dress-making is essential.

In addition to practical methods of dressmaking, which will be mentioned later, the would-be designer will need training in fashion drawing, and also in drawing from life and the draped figure. The ability to sketch is by no means essential, but it will often prove extremely useful, as drawing is the best medium of expression for ideas and styles. Even a rough sketch will convey with greater accuracy and celerity what might be difficult to describe in words. Fashion drawing should be done from actual garments, and during the course of instruction a great deal will be learned of style, colour, texture, line and cut. The rudiments of anatomy and human proportions, which will be learned when drawing from the figure, will prove of constructive value when designing for different types of figures. The study of historical and national costume forms an important part of the training, by-gone styles being a valuable source of inspiration and a stimulus to the creative faculty when considering modern clothes. This knowledge is very necessary for work in connection with stage and screen productions. Colours must be studied singly and in combined schemes, both in relation to the garment and the individual. Dress materials also will call for consideration by reason of the important part they play in the creation of new

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Evening classes in this subject at low fees.

A steady demand from West End Houses for trained assistants and copyists assures employment at the end of the course.

models, their suitability for different occasions and for different types.

In addition to theoretical and practical knowledge of these subjects it is desirable to gain first-hand experience of workroom and showroom methods and of fashion house procedure generally. It will be found that comprehensive training on the lines indicated is available in a School of Fashion which enjoys the facilities of, and direct association with, a leading house of Court dressmakers.

Those who take up any branch of fashion will enter an interesting and well-paid field of work, for salaries of from ten to twenty or more pounds a week are common—but not for the beginner. A modest start may be made as a junior in a showroom where experience will be gained and opportunities found to put into practice some of the arts that have been learnt previously. Pay may be anything from fifteen to fifty shillings a week “with prospects”—and sometimes with meals and commission. The rate of pay at the start and that during subsequent progress will depend on the job, the house, and the individual—but mostly on the ability of the individual. It is obvious that the trained worker enjoys a distinct advantage over the untrained apprentice who has to pick up what knowledge she can and that at a very slow rate; moreover her services are now appreciated and in keen demand by the leading fashion houses.

It will be found in practice that many jobs may overlap, develop into others or be combined in varying ways, especially in the smaller, exclusive houses. An assistant in a showroom may prove useful in roughing out ideas for showroom models or for individual customers. The girl with good looks and good figure-measurements may become a “model-sales.” The junior of to-day may well become the Buyer of some future to-morrow, after graduating through the position of vendeuse. The ambitious will be interested to know that senior vendeuses with a good clientèle earn from five hundred to a thousand pounds a year, plus commission, which is always paid in addition to fixed salary. There are very many buyers in the large fashion houses and departmental stores whose salaries and commissions run well into four figures.

It should be realised by those who neither possess nor develop creative ability that the FASHION-DRAWING ARTIST is seldom expected to design anything new. Her work consists in making sketches suitable for reproduction in national and provincial newspapers, in magazines and periodicals which are devoted wholly or in part to women's interests, or in illustrating store and fashion house advertisements, catalogues, posters and showcards. This is extremely interesting work and there are many opportunities in a very wide field. But only those who show definite signs of outstanding ability for drawing and who possess a well-developed “clothes sense” should take it up. The mediocre artist will find that at best she will earn a low salary doing routine work in a studio.

In a course of training on the production and distribution of "fashion-right" clothes, no syllabus would be complete which did not include the study of actual dress-making. The designing, drafting and adaptation of paper patterns "in the flat" must be learned, as well as the production of a "toile" by modelling and draping, taking measurements, cutting, fitting, making up, trimming and finishing, the selection of materials and the estimation of quantities required with due regard to suitability and cost, the various hand and machine-sewing processes—these are some of the things which are likely to prove of value to the creative designer, the fashion artist and the show-room assistant as well as to the dressmaker—whether the latter be engaged as a workroom hand or is actually the principal in her own business.

The woman who wishes to start her own business, whether alone or with a partner, or who hopes to acquire a share in an existing business, will, in her own interests, be as practical and learn as much as possible before investing her capital in this way. Being "on one's own" does not necessarily involve the expenditure of large sums of money. There are so many different ways of starting a business, from the enterprise of the dressmaker who may work in her own home in the suburbs to that of the *Couturière* who opens a smart salon in Mayfair. In the first case only a small amount of equipment will be required, and payment may be received as soon as orders are finished, so that little capital will be required. Remuneration may, however, be small if all the work has to be done by one pair of hands, but a start in this way by a capable person will usually lead to more orders than she can cope with. The next step in a growing business will be to employ workroom staff. Practical business experience, artistic ability and capital are the three qualities essential to the making of a really successful dressmaking establishment—and the extent to which a business is successful will depend very largely on the degree to which these qualities are possessed by the principal or partners.

The home dressmaker, whether she intends to cater for a small private clientèle or merely to make her own clothes, should make quite sure that she obtains instruction in the professional methods which are used and understood in the trade. A course of reasonable length should be taken because there is a lot to be learned, but time will not be wasted if specialised instruction is obtained in a School where each student's individual ability and requirements are considered. Great satisfaction will be felt in the eventual production of smart clothes at the bare cost of materials and one's time. Patience will be needed to give that "finished" appearance which is the hall-mark of good work, and other virtues which will help a girl to make a real success of her career in fashion are abundant energy, clever fingers, a quick brain, a good eye for line, appreciation of colour, and a sense of style. Some of these may be inherent—others may be acquired.

DRESSMAKING AND DRESS DESIGN.

BY

ETHEL E. COX, B.A.,

Principal, L.C.C. Barrett Street Technical School.

The girl who intends to become a designer must be well versed in the theory and practice of the particular trade for which she is to design. It is for this reason that no student is accepted for training at The Barrett Street Technical School, Oxford Street, W.1, unless she is prepared to learn the practical processes side by side with a study of art applied to the specific trade, for it is in virtue of this intimate knowledge of the trade that she will be able to put designs upon the market which can be produced on economic lines with the saving of time and material necessary to cope with the supply of foreign models subsidised by foreign governments.

These trade processes include hand and machine work for both the retail and wholesale trades, together with flat pattern making of various systems, including American sizings and costings. French modelling, cutting and fitting must also be studied and experience must be gained in handling the many and varied types of material.

The students train under trade experts in rooms fitted with the most up-to-date business equipment, the training being such, that all, with steady work, can be assured of careers with scope for originality and responsibility, leading to the highest posts.

In addition to trade and art training, each student is coached in French as applied to her trade, for easy reference to Fashion Books, for intercourse with customers and for use when visiting Paris. She also studies elocution, deportment, mathematics in the form of calculations applied to workroom and showroom requirements, short methods of reckoning, estimates, overhead charges, care of stock, etc., such knowledge being essential to embryo heads of workrooms, cutters, fitters, designer, buyers, saleswomen, and to those who later will have their own businesses. Opportunities are afforded for the study of Factory Acts, Insurance, Employers' Liabilities, etc., and once a week a lecturer attends to teach the fundamentals of business psychology. The Dress Designer has to create but must have a knowledge of history of costume and some experience in stage designing.

The students find their services eagerly sought after by West End and City Houses as undercutters in the wholesale, as under-fitters in the retail or as assistant designers, at commencing salaries of about £2 per week, from which positions they can rise rapidly to posts of responsibility with corresponding increases in salary. Such assistants are generally placed on the staff and are not ranked as workroom assistants; some ultimately have their own businesses, whilst others secure posts as saleswomen, their

practical training being of the utmost importance in the selling of the ever increasing number of ready to wear gowns as they can advise and carry out alterations which effect sales. Some use the experience thus gained to become buyers.

The School, as a Municipal School, has the advantage of the most active co-operation with the chief business houses, wholesale and retail, productive and distributive, with the result that the students are privileged to visit dress shows and workrooms and to hear lectures in their school hall by the leading fashion experts and designers, the manufacturers co-operating by presenting up-to-date material for the students to produce models for the School's Annual Dress Parade during which the students commentate in both English and French.

An influential body of leading business men and women forms a Consultative Committee to advise on all technical matters. Full use is made of loans from Museums and advice from the British Colour Council and the Fashion Group of Great Britain.

The fees for students resident in the Administrative County of London for the period of training are £4 per term—three terms per year—no charge for materials—the fees for Out-County students being £20 per term for the same training. Most Out-County Education Authorities however, are prepared to allow their students to attend at the London fee.

No student is admitted for less than one year's training, after which she could not normally expect to secure a post other than as an Assistant to help with the actual making of gowns in a work-room at the initial wage of about 25s. per week. She can, of course, continue her training in Evening Classes at the School for the higher branches of the trade and many assistants are promoted by the business houses as the result of attendance at these classes for which fees are almost nominal.

Most students, however, take the two year course—those wishing to specialise in Design finding a third year well justified. Parallel Courses are held in Trade Embroidery (Hand and Machine), Ladies' Tailoring, and Hairdressing, including Beauty Work.

In addition to these four Courses for Students over sixteen years of age, Junior Courses are held for girls between fourteen and sixteen, full particulars of which can be obtained from the Principal at the School. Visitors are welcome to see over the school on Thursday afternoons between 1-30—3-30 p.m., during term time, or at other times by arrangement.

Length of Training	1—2 years.
Cost of Training	From £12 a year.

MILLINERY.

BY

GLADYS FIELD, 1ST CLASS DIPLOMA N.T.S.

Millinery Instructress at Chelsea Polytechnic and Twickenham Technical College School of Art.

In choosing a career there are many things to be taken into account and I think most people will agree that interest in an occupation is a very large factor to be considered.

Most young people can be enthusiastic in the first few months or perhaps the first years of a new job, but to maintain this enthusiasm over a long period is difficult, unless their interest can be stimulated. Creative work has an advantage in the fact that there is less risk of it becoming monotonous, which is often the case with routine office work. Millinery is one of the creative branches of work open to women and has its full share of interest. The various seasons necessarily bring changes in the type of hat worn, the method of work being different in summer and winter millinery. Moreover, fashions change so frequently that there is always something fresh to attract and stimulate the interest of the worker.

There are some very remunerative posts open to those possessing a sound knowledge of the subject together with an ability for design and manipulative skill. Naturally these posts must be worked for as they are not numerous. On the whole, Millinery Assistants do not command a very large salary. The rates of pay are the same as those of the dressmaker and ordinary clerk, and progress in a large firm is slow.

There are various ways of training and these must be carefully considered with due regard to the worker's ultimate object.

1. Apprenticeship.
2. Training at a Trade School.
3. Training at a Polytechnic or similar institute.
4. Paying a premium to work under a milliner.

For the junior just leaving school and satisfied to take a minor position for some considerable time, apprenticeship offers a sound training, provided a reliable firm is chosen. The apprentice has the advantage of seeing all types of work done and thereby gains knowledge and experience gradually. The disadvantage of this type of training is that it is very slow and is therefore only suitable for young girls. During the first period of training the apprentice receives 6s. a week and later 10s. and 15s., but beyond this the advance in pay is very slow, especially in a large firm.

The Trade School offers a similar training for young girls to that provided by apprenticeship. The average fees for a Trade School training are (a) one year course for girls of 16 years and upwards: £12 per annum, and (b) two year course for girls of 13 to 16 years: £3 15s. 0d. per term. There are also courses for

adults, for which the fees are according to the number of classes attended. Certain of the Polytechnics and Technical Institutes provide a training of professional standard which is very suitable for those wishing to gain a comprehensive knowledge in a shorter time than would be possible in the trade. These courses are particularly attractive to the adult student who would naturally wish to take a more responsible position than could be given to a junior assistant just out of apprenticeship. In some Institutes the course is so arranged that the student can combine lessons in design with a sound practical training in Millinery. For those wishing to open shops and take more responsible posts there are classes which include Millinery Salesmanship and the buying and keeping of stock. The cost of these courses varies according to the number of classes attended. The average number necessary for those wishing to train for business purposes costs about £4 per term.

The length of training largely depends on the ability of the student, but the average time is three terms. In addition to the fees for the classes there is also the cost of the materials. The advantage of this sort of training is that the student, after progressing sufficiently, can execute private orders to gain experience during her training and so build up a small connection in readiness for a business later on.

At one time there was a distinct difference between wholesale and retail work, but this is not so much the case to-day. When applying for a post it was considered far better to have a reference from a retail firm. This was chiefly owing to the fact that at one time wholesale work, apart from models, meant mostly machine-blocked hats just trimmed and sometimes bound at the edge of the brim by assistants who were paid piece work; therefore this class of work was not up to the standard of that done by the weekly wage earner. The hats so produced were usually sold by the dozen, not singly.

There is still a certain amount of demand for the hat known as the semi-trimmed, but the Milliner's hand-blocked hat is much more usual. Therefore wholesale and retail work are practically the same at the present time. The wholesale firm very often supplies a hand-blocked hat—a model—and executes repeat orders in different colours and fittings at a set price per hat. For those with ability for design and possessing originality it is possible to work up a small wholesale connection by supplying models to the larger shops who do not wish to run their own workrooms. This is a most interesting way of working and it can give a very good monetary return. It takes some time to become well-known and established, but a very sound business can be built up in this way.

There is one more aspect of Millinery and that is qualification for teaching. The Board of Education issue a Diploma in this subject, and the City and Guilds Institute an Evening School

Teacher's Certificate. The Millinery Diploma examination can only be taken after a student has already passed 1st class in Dressmaking and Needlework; this means the Board will not allow a student to take just one Diploma. The Evening School Teacher's Certificate can be taken alone and it is possible to train for this in the evening. With the certificate one is allowed to teach in evening schools and Institutes and the rate of pay for this class of work is very good. Unfortunately there is more demand for Dressmaking than there is for Millinery classes. This may be partly due to the fact that Millinery is a more difficult subject to master and partly to the very moderate price of hats in shops to-day.

TAILORING.

BY

A. S. BRIDGLAND,
"Tailor and Cutter."

Tailoring is a craft specially suitable for women. In its various phases it provides careers which are attractive and well-paid. A knowledge of how to cut and make clothes comes as a very useful asset in the home. Every girl who aspires to fashion drawing should take a course of lessons, to ensure that her work is practical. Among the bugbears of those who have to reproduce garments from sketches one is that seams are omitted or misplaced, and they are unwearable.

Many young women are anxious to become teachers; hours are short and holidays ample. The pay for giving instruction in tailoring compares favourably with that in other walks of life. Plenty of chances occur of securing posts as instructresses in making and cutting ladies' and juvenile garments. Evening and day classes are increasing in London and other large towns and cities.

All over the kingdom girls wish to master the tailor's method of making, cutting and fitting. Therefore classes are well attended. A qualified teacher has little difficulty in getting a job and earning a good salary. But it is essential that she should have a diploma from a recognised school when making application.

Tailoring is taught in Technical Schools, Trade Schools, County Council Schools, Schools of Domestic Science, Women's Institutes, etc.

A trained girl can find openings in the tailoring trade itself, for there are many positions she might fill. Tailors of all grades, clothiers, furriers and others, need the assistance of women to sell, fit on, cut out and supervise making-up. A smart girl can,

and does, take charge of a ladies' tailoring department and keep the books. In many businesses an alert, trained woman is needed to advise on colours, trimmings, silks, and so on.

A qualified woman may desire to start in business, which opens up glowing vistas. Fashionable, artistic and above all individual dress appeals to every smart woman; a clever cutter and designer has great potentialities. But she must be backed by a business organisation.

Also the prospects in the wholesale trade are excellent. Designers can always command a good salary; forewomen or overseers who pass work are also well paid. The qualifications for such a post are a good education; practical and technical training; a working knowledge of colours and fabrics—and taste.

There has been a change in the last few years in the wholesale trade and even in some of the exclusive trades. Flat or system cutting is taking the place of modelling, which gives a quicker production of models. It would be advisable, however, to learn modelling, which is much used on the Continent. A knowledge of gradation is also necessary.

Technical training to fit a girl for such work as described may be had by a course of lessons (day and evening classes or tuition through the post) at a reputable school of cutting. There she can be taught cutting, designing, fitting and making ladies' and juvenile garments; or specialize in cutting and designing. The time for such training in a high-class school will vary from one to six months, according to aptitude and previous experience. In such specialized work the pupil should always insist on individual tuition.

In schools, institutes or academies devoted to tailoring, students are taught first to make full sized drafts of patterns and drawings to one-sixth and quarter scale. These diagrams to scale are entered into a drawing book which forms a compact record.

Such lessons are followed by instruction in measuring, fitting, cutting garments from the cloth and every other phase of dress production.

The cost of such tuition is £7. 7s. 0d. for one month; £20 for three months and £30 for six months. A student's outfit costs 6s. 9d., while a pound or two may be spent on technical works—if desired.

One of the largest and best equipped schools is the "Tailor and Cutter" Academy, 42, Gerrard Street, London, W.1.

Finally, I come to the question of remuneration. The average salary for cutting and fitting ranges from £2 to £3 for an assistant and £3. 3s. 0d. to £6. 10s. 0d. for a head cutter; but a clever designer would receive much more than that.

Rates of pay for teachers of tailoring are as follows:—

Trade Schools—Evening Classes—16s. to 21s. per night.

Technical Schools—Evening Classes—16s. to 21s. per night.

THE ELECTRICAL INDUSTRY.

BY

CAROLINE HASLETT, C.B.E.,

Director of the Electrical Association for Women.

The Electrical Industry offers varied and interesting careers for women. In practically no other sphere is there such scope and opportunity; this is accounted for not only by the fact that there are so many different openings in the Industry, but also because electricity plays a very definite part in the life of everyone to-day.

The time has now passed when electricity is regarded by the general public with awe and, in some cases, suspicion. It is no longer a form of magic with which housewives are too nervous to contend and its use is becoming daily more universal. Electrical Engineers have woken up to the fact that they need women to help them in their work of educating the housewife in the proper use of her appliances and consequently there is a steadily growing demand for qualified and experienced women and girls in showrooms.

The chief branch of the Industry in which women may find employment is in the capacity of Demonstrators and Saleswomen in Electrical showrooms. They can, however, also obtain posts as lecturers on domestic subjects with particular reference to electricity and as supervisors in factories or canteens. For the girl with creative and artistic ability there are openings in publicity, advertising and decoration; in fact there is room to develop every talent and for the application of new ideas.

In order to become Electrical Demonstrators or Saleswomen candidates are advised to take a training at a recognised Domestic Science College. This training should include cookery, laundry, housewifery and catering or household management; a simple knowledge of electricity should also be gained.

The candidate should then sit for the examination for the Electrical Association for Women's Electrical Housecraft Certificate, which is held twice yearly at different centres throughout the country. When they have passed this they are considered sufficiently qualified to hold posts as Junior Demonstrators or Showroom Assistants, when remuneration for the first six months usually ranges from 25s. to 40s. per week, but depends, of course, on the nature of the appointment and on the candidate's qualifications and ability.

After four years' experience of a responsible nature they may apply for the E.A.W. Diploma for Demonstrators and Saleswomen. Subject to their application being accepted by the Committee, they will then be required to take a practical test in Cookery, Laundry or Salesmanship, or a general test in all three subjects. This Diploma is a qualification for Senior and respon-

sible posts in the Electrical Industry. Salaries ranging from £3 to £4 and upwards per week are earned by Senior Demonstrators and Saleswomen.

On the completion of the training good posts are to be found with the Electric Supply Authorities, both in Borough Councils and private companies, and with Domestic Apparatus Manufacturers. Many of the staff appointments with Supply Authorities embrace a scheme of superannuation, which gives an added attraction to the career. At E.A.W. Headquarters and through the Area Organisers in all parts of the country advice and information are gladly given to parents and girls who are considering electrical demonstration as a career. While it is, of course, impossible to give any definite undertaking to secure a post afterwards, the Association is always pleased to keep suitable candidates informed of vacancies.

Girls who wish to become Electrical Demonstrators should be educated up to matriculation standard. To make a success of the work they must have initiative and intelligence, and be able to adapt themselves readily to circumstances. They must possess tact and patience and the ability to get on well with people. The voice also plays an important part in the life of the successful Demonstrator: candidates are advised to take lessons in voice production in order to ensure clear enunciation and the power to make people interested, for they must be able to put themselves in the position of the prospective buyer, who, in nine cases out of ten, has no technical knowledge whatever.

The work of the Demonstrator is varied and it involves giving lectures and practical demonstrations on cooking, calling on new consumers to advise and help where a cooker has lately been installed, and displaying various apparatus in showrooms. Manufacturers' Demonstrators often travel all over the country giving demonstrations.

The selling of electricity is a skilled job, far more skilled in fact than the selling of many other commodities. The Saleswoman must have a very thorough acquaintance with her subject and be able to convince people as to its potentialities.

Rural Electrification has opened another door for women in the Electrical Industry. Women's Institutes throughout the country are becoming interested in the question and are demanding lectures and information. This creates a need for women lecturers to visit villages and instruct the rural housewife regarding the full and proper use of electricity, in order that she may avail herself of all its advantages.

There is also work for the lecturer in the towns where women are needing help with the application of their appliances. So often electricity is abused through sheer ignorance, and the competent lecturer can smooth away difficulties which have been worrying the consumer for years.

The work of the Supervisor in a Canteen requires the same

training as that of the Demonstrator, but with the addition of a Commercial Course enabling her to gain some experience in keeping records and in organisation.

For the girl with artistic ability who wishes to take up Illumination and the Decorative side of electricity there is a very definite opening. A knowledge of Illumination may be divided into two parts, namely, the designing of lighting, which is really engineering or mathematical matter; and the correct use of light, which implies the correct method of applying the means of lighting which are provided by engineers: it is in this latter capacity that women are most useful.

Illumination is a fascinating branch of the Industry and one which offers many possibilities. The proper lighting of houses is an important factor in modern conditions and one which requires skilled artistic knowledge. There is a very definite art in knowing where to place lights, and it requires an understanding of colour, namely, an understanding of the use of colour and an inborn decorative taste. A great deal depends on the placing of lights in a room so that there is no glare and the occupants can enjoy a restful atmosphere. Lamp shade designing is also a specialised and absorbing occupation.

The rapidly increased use of electricity has brought with it opportunities for publicity, such as advertising and writing articles for magazines and papers: the preparation of technical data, catalogues and library research. The girl who is thinking of undertaking this branch of the work should gain some knowledge of electricity to add to her other qualifications.

There are a few, but not many, openings for women as Electrical Engineers. The training for this is the same as that which is taken by men entering similar branches of the Industry. Other directions in which women are employed are as Tracers in Drawing offices, as keepers of statistical records and as book-keepers and secretaries.

Thus it will be seen that the prospects of employment in the Electrical Industry are good and are constantly growing. To the woman who is seeking an interesting career with infinite possibilities this great scientific development fills the need.

ELEMENTARY TEACHING

(see TEACHING)

ENGINEERING.

BY

MRS. FRANCES D. HEYWOOD, B.Sc., Ph.D.,

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Although the engineering world has so far managed to withhold its more responsible posts from women, the engineering profession as a whole employs a far greater number of women than

is generally supposed, and offers very diverse openings for girls with enterprise and scientific bent.

Originally divided into three main divisions, mechanical, civil and electrical, these must now be further augmented by and sub-divided into newer branches, including chemical, aeronautical, automobile, sanitary, radio, metallurgical, heating and ventilating engineering. Actual employment in each may be in one of three branches, production, research or administration, the last including secretarial work and publicity. At present there are no definite restrictions debarring women from such employment beyond unsuitability in certain sections and long-established and deep-rooted prejudice.

On the production side there are few openings for professional women as distinct from operatives, particularly in the heavier branches of engineering, and those few who hold such posts have generally obtained them through some unusual circumstance. Women are often unsuited for supervising the workshop processes of the heavier industries such as extensive civil engineering and heavy locomotive manufacture, and can only compete successfully with men where the majority of operatives are women or in certain branches of domestic engineering. It is only in the drawing office and laboratory that women are under no serious disadvantage. In the former women are frequently employed as tracers but are rarely promoted to actual design unless they are fully qualified engineers and show unusual ability. Laboratory work offers good opportunities, particularly in those attached to smaller engineering works where routine analyses and tests are combined with research connected with improving and perfecting the processes used. In larger engineering firms such as the automobile factories and those connected with the manufacture of steel and non-ferrous metals and alloys, the work consists entirely of routine testing and analyses and is mechanical and monotonous. There are plenty of openings for women as routine laboratory assistants, but neither pay nor prospects are encouraging, although the work is an excellent training and often an invaluable stepping stone to research.

Research probably offers the best opportunities for the woman engineer. There are several Government research stations employing women to-day, for example, the Royal Aircraft Establishment at Farnborough, and many industrial concerns have their own research departments where fully trained women research workers are finding interesting and remunerative employment. The work is extremely interesting but demands first-class attainments. There is always great competition for vacancies and such high qualifications are required that these openings can only be considered by women with exceptional abilities. An engineering training is not always necessary, though graduation in honours in some allied science is essential.

On the administrative side there are distinct openings for women with technical training. Publicity is of increasing importance in the engineering world and many women are holding successfully responsible and remunerative posts in this particular development of modern industry. Women with technical training also find interesting careers on the secretarial side, particularly in connection with librarianship and "Intelligence" departments. In these days of intensive research so much technical work is published all over the world that industrial firms and research organisations employ permanent staffs to keep abreast of contemporary publications. Women are particularly suited for this type of work, especially those who combine a knowledge of languages with scientific training.

A new opening for fully trained women engineers is that of factory inspection. This comes under the Home Office branch of the Civil Service (see page 96).

Engineering training is the same for a woman as for a man. For those who intend to take up engineering seriously the ideal training combines an apprenticeship to a well-established firm, ranging from two to five years duration, followed by a university course. This, at the outset, is a difficulty, as few firms will take women to work their way through the ordinary shop practices, and in the majority of cases this practical experience can only be obtained by those girls with personal influence in some particular engineering firm. The university course may be a full-time day course at one of the university colleges, all of which are open to women, or evening classes at one of the technical schools, full particulars of which may be obtained on application to the respective colleges and schools. Generally evening classes are taken concurrently with workshop apprenticeship, though this is a great physical strain for a young girl. Workshop experience may often be obtained during the university vacations instead of the more lengthy apprenticeship. Simplified engineering courses for women holding posts indirectly connected with the profession have been held at the Borough Polytechnic and at Loughborough College.

It must be realised that, taken as a whole, employment for women in engineering is as yet uncertain and it is still unwise to advise a purely engineering training for women except where preparing for definite vacancies. A good sound basic training in chemistry, physics and mathematics is a good foundation for all engineering work, which may be supplemented later as required.

"ESTATE AGENCY" AS A CAREER.

BY

MARGARET PRICE, B.S.C., P.A.S.I.

The encyclopaedia will tell you that an Estate Agent is a person who advertises or negotiates for the sale or letting of any kind of real property and is paid for the work on a commission basis. Real property consists of land and the buildings on it and in urban areas a very large number of the buildings are dwelling houses or flats in the care and management of which the influence of women must be especially valuable. Actually an Estate Agent's work is of a very varied character and covers a much wider field than this definition indicates.

The Estate Agent who manages a Country Estate for its owner is often described as a Land Agent. This work entails collecting the rents from all the tenants of the estate, responsibility for the repairs to all the buildings, fences, hedges and other property on the estate, the care and maintenance of woodlands, the letting of vacant farms and of working them while they are vacant and generally maintaining the estate to the satisfaction of the owner.

An Estate Agent who starts a practice of her own, or buys a business or a share in one, is in quite a different position. She has not one but many employers and is responsible to each in the particular matter with which they have entrusted her. She lets and sells houses and flats, or other kinds of property on commission. She probably manages properties as well and this will involve collecting rents, supervising repairs and dealing with the payment of rates to the local authorities and taxes to the Inland Revenue on behalf of the owners.

When property has to be sold or mortgaged it must be valued, and this operation is one for an Estate Agent who is a qualified valuer. A knowledge of accounts and book-keeping is essential in any business, but particularly so where, as in this case, large sums of money belonging to other people pass through the Estate Agent's hands.

The Estate Agent is brought into close touch with the legal profession, and a knowledge of the law relating to real property is necessary in dealing with many of the matters which arise in connection with landlords and their tenants, or between vendors and purchasers of property.

Other sides of the work may bring the Estate Agent into the Courts to give evidence as an expert witness in cases of disputes about real property.

This by no means exhausts the matters with which an Estate Agent may be called upon to deal, but it gives some idea of the variety which the work provides.

Anyone may set up as an Estate Agent without any particular

qualifications provided they have some knowledge of real property and sufficient confidence in their own ability to become successful. All the law demands is that they shall take out an excise licence costing £2.

Nevertheless, for a successful career a sound training is very desirable if not essential and membership of some professional body confers a prestige unlikely to be gained in any other way. The two chief professional bodies are the Chartered Surveyors' Institution and the Auctioneers' and Estate Agents' Institute, and the membership in each case depends mainly on examination success, coupled with practical experience in the office of a fully qualified Estate Agent or Surveyor. Permission to sit for the professional examinations is in general only granted to candidates who have already had a certain amount of recognised practical experience. The Universities of London, Oxford and Cambridge now grant degrees in the professional subjects which entitle the holders to exemption from all the professional examinations of both institutions.

The Chartered Surveyors' Institution also grants a special certificate to Women House Property Managers, which entitles them to many of the privileges of full membership but does not entitle them to corporate membership of the Institution. Experience in an office solely connected with House Property Management is accepted from candidates sitting for the special certificate examination.

The examination syllabuses cover a wide range of subjects, and it is possible to specialise according to the particular type of work one hopes to do and the kind of district in which one hopes to practice.

The College of Estate Management is the best known establishment which gives a comprehensive training. It provides full time, evening and correspondence courses for all the professional examinations. It also prepares students for the degree of B.Sc. in Estate Management of the London University. Full time attendance at the College partly takes the place of the practical office experience necessary in order to sit for the examinations. There are also evening schools which give classes in these subjects, and private coaches can be found by those who desire them.

Success in obtaining a post as an Estate Agent will depend largely on personality, qualification and experience. A modest beginning must be expected and progress will then depend on taking a real interest in the work and showing initiative and a quickness and ability to turn a hand to each and every job which turns up.

The work demands the power of making decisions, a quick perception and understanding of people and tact in dealing with them, while keeping in mind the interests of one's employer in the particular matter in hand. It needs an attention to detail and a capacity for reasoning.

The profession of Estate Agent cannot yet be called a popular one with women, and there are comparatively few qualified women Estate Agents in general practice at the present time. An analysis of the 1931 census shows 51 women under the heading of Land Agents. Women first became eligible to qualify for membership of the Chartered Surveyor's and Auctioneers' and Estate Agents' Institutes in 1919, and each institution records about 25 successful women candidates for the professional examinations up to the present time. Therefore Estate Agency as a career for women may, perhaps, still be said to be in the pioneer stage, but there seems every reason why the work, with its infinite variety, should appeal to women who have a keen business sense, coupled with those qualities which will make them successful in handling people.

The particular part of Estate Agency covered by the work of House Property Management is already recognised as a career for women. The House Property Managers' Certificate was inaugurated in 1931 and is already held by 70 women. In London and in some other urban areas women are employed by the local authorities and Housing Societies to manage property especially in connection with re-housing schemes. This property consists largely of new blocks of working-class flats. The work is generally confined to letting the flats and houses to new tenants and transferring tenants from slum property to new buildings, collecting rents, keeping estate accounts and supervising minor repairs. A properly qualified House Property Manager with some experience can command a fairly good salary, and be reasonably sure of obtaining a post at the present time.

I have attempted to give some idea of the various duties which will be found in the work of an Estate Agent, but it is impossible to give a full account in a short space. Within the compass of one day one may have to discuss the mixing of his paint with a builder or the suitability of the soil with a client who is choosing a site for his new house, give evidence in a court of law or attend a solemn consultation of solicitors, soothe an agitated client in trouble over his property or deal firmly with his defaulting tenant, balance one's accounts and unstop a drain with an improvised drain rod at a moment's notice. When it comes to the question of letting a shop the greater one's knowledge of every possible trade the better. There is no knowledge which will not be helpful at some time or another. The Estate Agent, more than most people, is always acquiring new knowledge and meeting new aspects of life and all those who prefer variety to monotony and are not afraid of responsibility should find the work attractive.

FILMS AS A CAREER FOR WOMEN.

BY

PHYLLIS R. WARD,

A Films Publicity Representative and Fashion Consultant.

Putting aside, for a moment, the "ballyhoo" of the films, the manufactured glamour, the entertainment as such, the cinema business must still remain one of the most fascinating occupations in the world.

As far as women are concerned, the industry is still comparatively unexplored so it is not easy to assess, with any degree of accuracy, just how far a woman can progress on the business side. The fact that it is so new, however, is one of its major assets, for the competition on the higher rungs of the ladder is small. For a clever woman, eager and capable of adapting herself to changing circumstances, the prospects are excellent. Provided she can train herself to be absolutely first-class in her particular line the constant developments going on in British studios to-day are opening up new prospects carrying with them as high a wage-earning capacity as any other industry in the country.

Success lies with the individual. There is no room for muddlers. It is impossible to get any comprehensive training anywhere but in the business itself, except obviously in secretarial or book-keeping work, therefore it is up to the individual to set about training herself.

There are two sides to the cinema business; the Production side concerning itself with the actual making of the film, and the Distributing side which sells the completed product.

Production.

The Dress Department is the most obvious place for women.

To become head of the Dress Department is one of the 'plums' of the profession. It is an important position worthy of the four-figure salary it can command, and it is one of the few jobs which cannot be learnt from inside the studio. It is essentially work for the cosmopolitan type who understands the whole world of dress. She must have a keen business brain, supreme tact, a decisive manner, a flair for clothes in their relation to the screen and accepted taste. She ought to have the mature judgement of a woman of thirty, some knowledge of every important fashion house, a sense of colour and the balance of colour in terms of black and white, and the ability to keep her head in a crisis. It is her responsibility to see that every costume is 'on the floor' at the right time and on the right person. As two or three thousand costumes can pass through her hands during the production alone it can be seen that the work requires careful and exact planning.

At the beginning of any production she must estimate for all the costumes likely to be used, and woe betide her if her deductions are wrong. She must know the most suitable artists to prepare the necessary designs and which dressmakers or costumiers to employ on the making-up.

Naturally, to accomplish all this on a large scale she needs assistants who may expect to earn £5 or £6 a week. They should have some shop experience, a practical knowledge of materials, of dressmaking, cutting and fitting and again they must be possessed of a quick brain and commonsense.

The Wardrobe.

From the Dress Department the finished garments are passed on to the Wardrobe which is responsible for their safe-keeping and care during Production.

In the past the management of the Wardrobe has often been left to the old type of dresser, but when the department is a large one there is an opening for women of a similar type to the Dress Supervisor who will work in close co-operation with her.

Again, organising ability to the most minute degree is essential, together with a clear, quick-thinking brain, a good memory and sound common sense. The Wardrobe usually carries a stock of garments which the Wardrobe Mistress must be able to lay hands on at a moment's notice. Her powers of observation must be such that if, in an emergency, she were confronted with a small-part player or crowd-worker in the character of, say, an East-end waitress or Scottish labourer, she would be able to fit them out accurately enough to pass muster. It is her business, too, to check all in-coming and out-going costumes, to cope with crises and be physically fit enough to spend many long hours on her feet.

It is possible to take on such a position without training, but some knowledge of wardrobe administration and costume can be obtained in the schools of dramatic art or in the theatre itself. Salaries vary from £5 to £10 a week or more.

Assistants who act as ladies' maids to the stars, and laundry-maids, cleaners, and sewing-women in the Wardrobe, earn about £2—£3 a week.

Dress Designing.

Dress-designing in most studios seems to be the prerogative of men with one or two exceptions, but there is no reason why women should not be as successful in this sphere as they are in Paris.

Designing for the films is very specialised work, of course, and if one is a clever home-dressmaker or even running a successful business it does not follow that one will be successful in screen work. Of primary importance is an understanding of colour. It is said that an experienced designer can translate the tones of black and white on the screen back into terms of colour, which,

when one remembers all the colours which seem to photograph 'plain grey,' indicates a particularly sensitive eye.

The actual designing of the dresses is a matter of individual expression. Before any frock is made a conference is called between the designer, the 'sets' man, the cameraman, the director of the film, the production manager, the make-up specialist and other experts working on the film.

The designer must prepare designs which can be photographed flatteringly from every possible angle, *are six months in advance of current fashion*, and each and every garment she prepares must be in harmony with every other so that a balance of colour can be assured. She usually attends the fittings, and supervises the choosing of the accessories.

A year as assistant in the Dress Department would be invaluable training for the embryo designer whose eventual wage-earning capacity may be anything from £600 to £3,000 a year.

A free-lance designer called in for one film only would be paid a lump sum for that film, or according to the time and the number of designs submitted.

Publicity.

One has only to look at a few fan magazines to realise the amount of 'woman's angle' information sent out by the studios. British studios have been slow to realise their opportunities and few of them have women on their studio publicity staff as yet, though there are definitely openings here for women with trained news-sense and the eyes of hawks. The value of an expensive frock is not fully exploited until it is photographed and published as fashion news, and there are many fashion, home and beauty stories to be collected unobtrusively from the stars and about the studios.

Training for this work should consist of some experience on a woman's magazine or newspaper page, and the studio entered, perhaps, by way of a secretarial post where one promptly reveals ability at this side-line. Salaries vary round about £8 a week.

Photography and Make-up.

There are plenty of successful women photographers in the West-end, and, while studio photography is vastly different, opportunities may occur for trained operators, while good retouchers are always in demand. Press work with a flashlight camera is one possibility, and portrait 'stills' another. Trade papers often indicate openings.

Few women seem to have thought of make-up work seriously, apprenticeship and personal experiment are the best training.

Research.

Not all studios have yet got as far as a special research department, and in small companies no doubt the responsibilities are incorporated with other work. At the same time films must

be accurate and with world-wide markets it does not do to be slip-shod.

The research department is actually a glorified information bureau. Librarianship or University degrees are not such useful qualifications as open eyes and ears and an accurate and retentive memory. One wants a mind like a filing cabinet, so women, with their well-known thirst for detail are particularly suited to such positions which carry a salary of about £5 a week.

The best way of training oneself is to spend a short time in as many different jobs as possible from, say, a shop assistant to a factory worker. Travel and personal connections are valuable, for it is not so much the supplying of information as the obtaining of it in the shortest possible time.

Further, most studios allot a 'unit' to each production which must carry through all arrangements as effectively as possible. Women may be employed here as location-finders, billet-finders and as a species of travel agent.

Scenario.

Contrary to the expectations of budding authors, every script received in the studio is examined, usually by women, who, if it seems a possibility, prepare a summary for expert judgment. Should the story be approved, a working script is then prepared in conjunction with the Director and dialogue writers. This elaborate script specifies every proposed action, every movement of the camera and bristles with expert knowledge of production only obtainable from studio experience. Salaries for experienced writers on the staff begin at about £6 a week and increase proportionately, and the department may be regarded as one of the most important jumping-off places in the studio.

Continuity.

The continuity or 'script-girl' acts as a sort of secretary to the film itself in process of production. She accounts for every moment spent on the floor to check possible waste of time and money. She is in charge of the precious script, noting any alterations to the treatment; she acts as general go-between and secretary to the Director. She must have the courage of a lion to speak up if details are going wrong. If, for example, a man is carrying gloves in his right hand on one side of a door, he must be carrying them in the same hand when he appears on the other side, though that scene may be shot a fortnight later. Secretarial training is again essential, and most script-girls start by assisting another on the set at a nominal salary of about £1 a week, increasing, when a girl becomes proficient and able to take charge, to £8 or £10. It is an important position calling for keen concentration and is always undertaken by women.

Casting.

Occasionally one hears of a woman Casting Director. In this work she must interview and deal with all types, and be

prepared to find the required actor or actress for specified parts at a moment's notice. She must docket photographs and brief but illuminating descriptions of every conceivable character—including live-stock, and help in the drawing-up of the contracts. She works, naturally, in close co-operation with the Director. Training can only be born of experience in the department or possibly in some outside agency, and the position can easily command a four-figure salary.

Technical Side.

Most of the mechanical work in the technical departments is capable of being carried out by women. One must start early here. Fifteen years of age is not too soon to begin training in the delicate work of negative joining and cutting. The position of Supervisor, with a big salary, or even Editor, is vitally important to the success of a film and is often the prelude to a directorship. There are few women directors in this country at present but it cannot be said that the openings are not there.

Distribution.

The Distributing Side is organised on much the same lines as any other company with something to sell. There are the Renters and the Exhibitors to be nursed and coerced. The work is intricate and elaborate, though women are mostly employed on the clerical side.

Publicity.

Publicity and Exploitation is as important on the Distributing Side as it is in the studio. The studio publicises a film while it is being made, the distributors when it is finished, and it has to be exploited for selling purposes. It is important detailed work which has been successfully undertaken by women and it is worth anything up to about £1,500 a year.

When a film has been booked to cinemas up and down the country, the Publicity Director must arrange to provide the Exhibitor with information, posters, photographs (from the studio) to advertise that film and draw the public into the cinemas. She arranges the trade shows and deals with all publicity enquiries from the trade.

Secretarial training, geographical knowledge, organising ability and a thorough training in the business are essential.

Advertisements inserted in the trade papers are usually the means of obtaining an *entré* into these particular branches of the industry.

Instructional and Scientific Films.

There remain Instructional films which are still a minor though promising branch. A woman is at present controlling all the educational activities of instructional films in this country. She is the co-ordinator between the educational film, the Board of Trade and its distribution to the various educational centres and

schools. Again she has achieved her position after ten years of specialised training. The position is unique, but prospects on similar lines are good, and may be expected to bring in a four-figure income.

Another unique position held by a woman with similar prospects is the production of scientific films, a specialised career attained by various steps over a period of years.

Film Acting.

It is impossible to set out on paper the course to stardom. The chances of a film actress being picked out of the crowd for more than some small piece of detail work is heartbreakingly remote.

Almost all the players are chosen from the stage. The successful carrying out of even the smallest part on the stage may bring one to the notice of the Casting Director who has no time to waste on romantically inclined amateurs. The crowd is the only place for the inexperienced and they have a poor chance of even being registered these days. In one studio alone they have nine thousand names on their books and of these four thousand are extras, some working fairly regularly, some but three or four days a year.

The hopeful aspirant should register her name either at the studio or with a reputable agent, where she must present herself in person with photographs (clear glossy prints, not 'artistic' blurs) and a list of her accomplishments.

Once called, her pay for one day's crowd work will be a guinea, out of which she pays her fare to the studio (except in special cases), her own lunch and tea, and, unless she is in character or costume she provides her own up-to-date clothes.

She probably has to be at the studio at seven in the morning for make-up, etc., 'on the set' at nine, and her day, if she is lucky, ends at about six.

Detail-workers or walk-ons may earn two, three, or four guineas a day, and so on up the scale to small parts and possibly to the miraculous heights of stardom.

Some studios, following the example of Hollywood, select two or three promising girls of eighteen or so for 'grooming.' They may be the winner of some local beauty competition, and they are given a year's contract carrying a small salary and free tuition in elocution, singing and dancing. They begin with crowd work or occasional small parts, and if their talents justify their position they have the chance of doing well, though one must remember that a star's life is not one long idle pleasure cruise. Her work is really hard. It is exhausting physically and emotionally. It calls for many sacrifices and denials, though, no doubt, the high salaries *are* a compensation! Personal appearances and publicity disturb much of her leisure and she is always the servant of the public who may topple her off the throne without even being aware of it.

FLORISTRY.

BY

MRS. CONSTANCE SPRY,
Flower Decorations, Ltd.

Since there is nothing new in the use of flowers for house decoration it is perhaps worth considering the reasons for the present degree of interest in them and in the change in the method of their arrangement. It is all bound up with the freedom which we enjoy to-day, freedom to express our individual taste in our backgrounds, freedom from convention and above all freedom from a form of monetary-value-snobbishness.

Fifty or sixty years ago the decoration of one's house was almost a life sentence. Once committed to expensive papers, the best shiny paint, or to hung velvet or brocade, it was not much use to get tired of the result, and since the initial choice would often lie between the master of the house and the "painter and decorator," it was sometimes possible for the mistress of the house to be bored even before she started to live with it. Convention was a hard taskmaster and few people were courageous enough to disregard its edicts. Sentimentality was also a factor in the matter and flowers in particular were regarded sentimentally rather than decoratively; it is only recently that flowers have come to be treated as decorative materials to be used as an artist uses paint or even as a sculptor his clay.

During the Victorian era growing plants were used more than cut flowers and the latter were by no means so easy to buy as they are to-day. Plants and flowers were scattered about but bore no particular relation to the many other decorative objects about the rooms. This period was followed by what I think of as the carnation, fern and rambler-rose epoch, and after this came a form of sometimes good and sometimes affected simplicity, when, for instance, black bowls of orange marigolds were in high favour.

The woman of to-day takes a personal interest in the adornment of her house, she is undeterred by considerations of what her neighbour does. She works to an idea and rejects and selects without sentimentality, and having created a background expressive of her own taste she is not satisfied with unrelated flowers. She sees to it that they form part of the whole scheme. Out of this new feeling is growing up a new occupation for women.

In the past there were various ways of dealing with flowers for the house. The daughter of the house might arrange them in the light of her own taste but without any practical help. The gardener, with some technical skill and in the tradition of the house, often produced good, if stereotyped effects, but generally for a special occasion a florist was employed who provided the massed banks and set flower pieces which were then admired.

To-day there is a demand for a combination of each of these methods.

A little explanation is necessary here as to the difference between a flower decorator and a professional florist. A great number of girls on leaving school at 14 years of age enter the floristry business, starting as apprentices and learning the trade thoroughly. They become expert technically and work with a skill and speed which is only acquired by years of practice. The rates of pay for this work are not generally high but first-class florists are always in demand.

The training and work of a flower decorator is somewhat different. The growth of interest in interior decoration has accentuated the importance of flowers in the house and a great deal more attention is paid to their suitability and the skill of their arrangement. The increasing interest in gardens and gardening is another factor. Flowers are more in demand than ever before with the result that there is growing up an occupation for women with taste and skill in their planning and arrangement, apart from the type of work usually described as "floristry."

It is an erroneous idea that because one loves flowers one can arrange them well, or that an artistic person is naturally skilful with them. One may have a "flair" but this is not enough in itself if one is to undertake this work professionally. It is possible, however, for a woman with a natural bent in this direction to become trained as a decorator in a much shorter space of time than is required to become a professional florist.

In the Modern School of Flower Work the training takes a year—three terms of twelve weeks. The majority of students are between the ages of 18 and 21, though some may be older women who in some cases have given up their posts and have decided to take a new training. Generally speaking, the course is more suited to younger girls, as in their first posts they cannot expect to receive more than about thirty shillings a week salary. The figure to which this may subsequently rise depends almost entirely upon the capability of the individual and, to a great extent, her personality, but the period of waiting until a higher salary can be expected is not so much of a drawback in the case of a young girl as it would be to an older woman.

All the processes of floristry are taught. This is necessary for more than one reason. First, they are extremely useful and secondly, many of the students intend to start businesses of their own in which they intend to employ florists and need to be able to discriminate between really delicate and beautiful work and that of a more rough and ready type. For the same reason pupils learn about marketing and costing, estimating and shop-keeping generally. By perpetual daily practice they acquire a facility in handling and arranging flowers which enables them to carry out their own artistic perceptions of what a flower arrangement should be.

It may be of some interest to see briefly the scope of the work involved in the flower shop for which the writer is responsible. In the shop itself the girls have to sell flowers; this involves that they shall know quite a lot about them—their proper names, how well they last, what treatment they need. A bride will want to know what flowers will be in season in a month, two, three months hence, in the colours that she has chosen. The seniors must have a really good dress and colour sense if they are to be of any help in choosing, for instance, wedding flowers, for nowadays these are far from being the casual offerings they once were. Flowers for a wedding to-day call for as much care and skill as the dresses.

In the workroom the bouquets, headdresses, corsages and all the set pieces are made by the florists. They work to the design and colour chosen and it is the skill of their fingers which makes it possible to set flowers in shapes as a jeweller might use stones.

Downstairs are the decorators whose business it is to go out and arrange flowers to suit the houses to which they are called. They need plenty of imagination, resourcefulness and tact, and a great will to please, for they have often to harness their own opinion to the taste and will of others and yet do something artistically good.

Then there are the gardeners, working chiefly on difficult town gardens, roof gardens and window boxes. There is plenty of scope, but their work is strenuous and exacting, while it is absorbingly interesting.

There is no set or recognised scale of remuneration; the work is too new for that and the ways in which it develops too diverse. Some students have built up flourishing little businesses in provincial towns; others have worked up private connections. Some have enough contract work to keep them busy working from home, and a great many have taken the training as a part of their general education.

Length of Training	1 year.
Cost of Training	From 15 gns. a term.

THE GAS INDUSTRY.

BY
EILEEN MURPHY,

Director of Home Service, British Commercial Gas Association.

There are more than 700 recognised gas undertakings in the British Isles, serving about ten million women consumers. The problem of developing gas sales is not so much to secure new consumers, as to educate existing consumers in the wise use of their gas appliances. For this reason the home service departments of the gas industry offer many fields of employment for

enterprising women. Educated women are wanted in the gas industry as they are in other industries, and there are now good and lucrative posts to attract women of talent and intelligence with a good all round education.

The requirements of the gas industry can be summarised under the following main headings:—

- (a) **Women trained in Domestic Science to act as demonstrators in Gas Cookery** and in the proper application and utilisation of gas in the home. These women would be employed in the demonstration rooms of the Gas Supply undertakings, at Exhibitions, and in making house calls (by appointment) on consumers, to give assistance—either to the mistress of the house or her maids—in the use of gas.

Qualifications and Remuneration.

In the first place, a First Class Diploma in Cookery—one qualifying the holder to give demonstrations—is required. Candidates holding a Cordon Bleu obtained at a cookery school recognised by the Board of Education may be considered, but preference is given to those with a full Diploma. This preference is understandable when it is remembered that the demonstrator must be able to deal on terms of equality with domestic science teachers, and that many demonstrators are required to hold full-dress courses of cookery instruction for business girls and other special classes of consumer. In fact, many of the higher-paid demonstrators are actually qualified teachers of domestic science with some teaching experience in secondary or technical schools.

The equipment of a Diploma, however, is not in itself sufficient qualification to become a Gas Cookery Demonstrator. A further training is required in the management of gas cookers to the best and most economical advantage, this item not being part of the training as a cookery expert. Thus in large undertakings it is customary to give new recruits a period of special training in the laboratories and workshops; a test follows at the end of three months. Before being promoted to the regular demonstrating staff, the probationer works for a varying term as a showroom assistant.

Courses of instruction in the technique of gas cookery demonstration have now been organised, under the auspices of the Women's Gas Council, at various domestic science training colleges throughout the country. The courses include practical work, lectures on the structure and use of the gas cooker, training in voice production and other appropriate subjects.

This instruction may be taken either as a special course or as part of the regular syllabus for students who are taking diplomas in domestic science.

Copies of the syllabus for the gas demonstration course may be obtained on application to the Women's Gas Council at Gas Industry House, 1, Grosvenor Place, S.W.1.

There are certain exceptions to these general rules. Some

gas undertakings make use of cooks with good general experience but without recognised educational qualifications, who are employed in demonstrating in the houses of individual slot consumers. In areas where home baking is still popular, women with a special training in baking and confectionery are sometimes engaged.

The minimum and maximum salaries, with rates of increases, necessarily vary very much throughout the country, according to the size of the undertaking.

Salaries paid to a demonstrator filling a *permanent* post with a gas undertaking may start at £137. 10s., and rise by increases of £7. 10s., per annum to £218. Women who, in addition to work in the demonstration rooms, are also prepared to assist consumers at their homes and to give lectures as required, may start at £218, rising by £10 per annum to £375.

For work as a free lance, that is for temporary engagements for exhibitions, etc., the recognised pay is a guinea per day plus third-class travelling and reasonable hotel expenses. Manufacturers of gas cookers who employ permanent staffs of demonstrators pay from £260 per annum plus travelling expenses. The demonstrator is also usually free to sell her dishes at the close of a demonstration, and may accept further orders from her audience.

Education authorities sometimes approach gas undertakings to recommend cookery lecturers for evening adult cookery classes, which are held during the winter months. The pay is usually 10s. per class, together with reasonable travelling expenses.

(b) **Women trained in regard to sales and gas technique for the post of receptionists and saleswomen.** It is freely admitted that women possessing initiative and personality are distinct acquisitions to gas showrooms, and their services are in increasing demand by gas sales executives throughout the country.

Candidates for such posts should have a good general education, a sound knowledge of plain cooking, a pleasant speaking voice and good appearance.

Qualifications and Remuneration.

The gas industry has inaugurated its own Gas Sales Commercial Practice Course or Educational Sales Scheme, in which the staffs of most undertakings are automatically enrolled. Girls who start in showrooms as juniors with salaries as low as £78 or £98 per annum are all the time improving their efficiency and status whilst their salaries increase by yearly increments to £260 per annum. On the completion of their training, women of outstanding abilities and endowed with natural aptitude for selling, may rightly aspire to executive positions. In addition to salaries, many undertakings pay commission or a bonus on sales.

Security of Tenure.

In conclusion, it is safe to reiterate that the future is certain

to offer a big increase in the number of women employed under these main headings, and that the salaries to be obtained are definitely on the up-grade.

The importance of the work done by the women already employed may be gauged from the fact that a monthly Bulletin (Home Service) is issued for the interchange of ideas and experiences. There can be no doubt that those who are encouraged to undertake and to acquire the necessary training and qualifications will have reasonable guarantee of employment.

Gas employees may also share in co-partnership and superannuation schemes, which carry bonuses and pension privileges, etc. Altogether, the gas industry offers to women worthy prospects in a woman's own particular sphere.

GENERAL SECRETARY

(see SECRETARIAL WORK)

HAIRDRESSING AS A CAREER.

BY

MARIE E. DISSPAIN,
Registrar, Gallia Institute.

The cult of personal beauty is older than civilisation. Practised by old and young of every degree and race, it stands high among the artistic crafts, and to-day Science, research, and invention, have so increased its scope and broadened its aims that the skilled exponent of the art of Hairdressing fills a place of importance in every community.

The fashionable woman of to-day demands expert service and her patronage goes where skilled attention is combined with an attractive personality and true artistic temperament. An instinct for beauty is a quality essential to success in Hairdressing.

In the past, the average woman visited her hairdresser at long intervals and considered it a luxury. To-day, she goes regularly and thinks it a necessity, because, to be anything but smart and well-groomed is to be a failure in an age when women are everywhere claiming a higher status. Therefore, hairdressing offers an opportunity of gaining a livelihood which is both interesting and very lucrative. This opportunity is open to those who are temperamentally suited, provided they acquire a thorough training in the technique and supplement it with hard practical work. Tact, the gift of adaptability and a sense of humour are invaluable assets in dealing with the many types with which the hairdresser is brought into contact in the execution of her duties.

The question of training is all-important and a decision has to be made between the old method of apprenticeship or the modern intensive and systematic course of training. The old method mostly served its purpose in the days when boys and girls left school at an early age, with a minimum of education,

for they were only fitted in age and mind development to acquire knowledge of a profession by slow and laborious stages.

Apprenticeship may take from three to four years. Certain firms offer this apprenticeship on different terms. Some demand a premium from £25 to £75 according to the standing of the firm. Others allow the apprentice to work at the firm for six months without any charge and then pay pocket-money of about 5s. per week for the first year, 10s. the second and so on. A few firms organise classes for their apprentices, but in the majority of cases, teaching is necessarily spasmodic, as the apprentice can only be taught by the Master or Assistants when these are not engaged with customers. Much of the tuition is necessarily confined for a long time to watching others or working on a wig as the hairdresser cannot, of course, allow the apprentice to practise on his customers. The theoretical knowledge can be acquired by study and attending trade lectures and demonstrations in the evening. In cases where four or five years can be given to training and the apprentice can keep herself during that time, apprenticeship does often bring good results. Strict enquiry as to the standing of the establishment should be made through a bona fide hairdressing body such as the Hairdressers' Registration Council. Apprenticeship is sometimes drawn up by Indenture which stipulates the rights of the Master and his Apprentice and the duration and terms of training.

Apprenticeship is naturally open only to young people.

To-day, the student of hairdressing approaches the profession armed with excellent educational qualifications and at a more advanced age than was customary in the past, and suited, therefore, to a curriculum of an intensive nature and a training based on the higher modern requirements of employer and client. Concentration, hard work and the will to succeed, together with greater facilities, can accomplish in six months nowadays, what the older method achieved in three or four years. It is easily understood that in a reliable school, where the student works all day to a set programme, on live models, with an instructor at her elbow, a great deal more can be learned in six months than would at first appear possible. Constant practical work, lectures and demonstrations by professional experts are the main features of a really intensive training. Here again, great care must be taken in the choice of a School and advice should be obtained on this point. It is important to ascertain whether the teaching staff is qualified and whether there are facilities for practical and supervised work.

To become efficient it is essential to have a really sound training which will form a solid foundation on which to build a successful career. It takes many years to become an expert and learning does not end with the Training proper. After the School training or the Apprenticeship, the next stage is that of Improver and then of Assistant. Posts are frequently advertised in the leading trade papers. A good living can be made in hairdressing

but it is essential to aim high in efficiency, for the Profession is overcrowded with incompetent workers whilst there is plenty of room for efficient and artistic assistants. There is always more room at the top than at the bottom of the ladder and it is only by the acquisition of manipulative ability, theoretical and scientific knowledge and the possession of an artistic mind, that one can begin the climb.

To-day, there are also many openings for women as Demonstrators and Instructresses for the Permanent Waving and Hair-Dye manufacturing firms. These posts require personality and self-confidence, and often involve travelling all over the country. For the older girl, this is interesting and active work and is well paid.

Many girls take an intensive course of training with the aim of opening a small business of their own. For this a very small amount of capital is required, but a girl who has this project in mind would be well advised on completing her training to get some sound practical experience first. The tuition in the subjects of Salesmanship, Psychology, Deportment, Hygiene, etc., included in the curriculum of the leading Schools, will stand her in good stead when the time comes for her to manage her own business. She would also do well to acquire some knowledge of book-keeping.

A great advantage of training in a school is that it is available to students of all ages.

Some schools include Beauty Culture in the training, others make a separate course of this. Fees for training vary considerably, but about Fifty Guineas must be reckoned for a good class school training of about six months, where the number of instructors is high and experts supervise the teaching, and lecture and demonstrate to the students. One should insist upon a school where a constant supply of models is guaranteed and where working conditions are hygienic, comfortable and pleasant, because atmosphere is a leading factor in this type of work.

Hairdressing as a career is ideal for the girl with an imaginative and artistic mind and the ambition to make for herself a useful and at the same time remunerative place in the world.

The Art of hairdressing allows full scope to personality and self-expression. The work can never be monotonous and always lends itself to progress and development.

Length of Training	6 months.
Cost of Training	50 guineas.
Apprenticeship Training	3—4 years.
Premium	£25-£75.

HEALTH VISITING	- - - - -	(see PUBLIC HEALTH)
HERB FARMING	- - - - -	(see AGRICULTURE & HORTICULTURE)
HORTICULTURE	- - - - -	(see AGRICULTURE & HORTICULTURE)
HOSPITAL ALMONER	- - - - -	(see SOCIAL WORK)
HOSTEL WARDEN	- - - - -	(see DOMESTIC SCIENCE)

HOTEL WORK.

BY

A. B. M. MOIR.

The hotel world offers many and varied openings for women, according to training and circumstances. Actually very few women ever fill the role of manager of a large hotel, but there is a growing number holding some position of responsibility in the hierarchy of management—ranging from the position of managing director of a group of provincial hotels to that of publicity manager, housekeeper, directors' secretary or head of the interior decoration department.

Anyone entering the hotel world will approach their work according to the aims they have in view. They will be governed principally by circumstances: whether they wish to take up work in one of the provincial or country hotels, whether they prefer life in a big luxury hotel directed by a public company, or whether they are fortunate to be born with parents already in the hotel industry who are able to hand on property and tradition.

Let us take first of all the case of the woman who will eventually inherit an hotel of her own. In order to be able to make a success of her business, she must be conversant with every side of the work. She must know how to handle her staff while demanding the highest standard from them; she must know how to please her guests so that they will return to the hotel as regular customers; she must study her kitchen, her larders, the buying of her food. Above all, she must keep strict control over the stores, so as to avoid waste and leakage. She must study her floors, learning how to choose the most comfortable beds, the warmest and lightest of coverings, she must know something of linen, and of the effect on guests of colours, lighting and good service. If she has a bar in the hotel, it will be useful for her to know something of the buying of wine and the dispensing of drinks. For even if she should employ a barman, there can be no real control if the necessary knowledge of the subject is lacking. Most important of all is an efficient understanding of book-keeping, for good hotel keeping, like most good housekeeping, springs primarily from the careful spending of money, and the gift for preventing waste of every kind. Having acquired a training of this kind, it will add interest and increase the breadth of her experience if she sets out to see what is being done in some of the continental hotels. Here she can become conversant with another language, be able to take note of different methods of cooking and get to know the characteristics of other nationalities. This is of great advantage from the point of view of the handling of guests in her own hotel. While abroad, she will probably have to work as a volunteer, receiving no pay, but being treated as a guest. These exchanges can be arranged on application to the Hotels and Restaurants Association, 11, Southampton Row, London, W.C.1.

For the woman who has to enter the hotel industry and work her way up there is a variety of ways in which she can start. She may choose to become a housekeeper, and for this she would be well advised to have some knowledge of domestic science. With a Domestic Science diploma she would start probably as a junior housekeeper. This would bring her a salary of about £60 to £70 a year resident, and should be the first stepping stone to the post of head housekeeper who, in a large hotel, is responsible for staff and house supervision on all the floors; she ranks second to the manager, and may earn up to £250 a year resident. Hotel housekeeping, of course, is not easy work. The domestic staff may number anything from 20 to 300 persons, and the rooms to be supervised may again be from 20 to 300, or even more, according to the size of the hotel. Housekeepers come into close and constant contact with guests, and it is essential that apart from their technical knowledge they should possess unlimited patience, tact, integrity and organising ability.

Or there is the post of store keeper. This post involves the care of all stores, the checking of all deliveries and giving out of provisions and entails, of course, a good deal of book-keeping.

Then there is the post of receptionist. For this, a good appearance is essential and also an ease of manner, for it is of the greatest importance that a guest should receive his best impression on entering the hotel, and the receptionist can do almost everything to make such a guest remember the name of the hotel for the rest of his life. This post involves a certain amount of book-keeping too, and a knowledge of typewriting is certainly an asset.

In the larger hotels, of course, there are posts in the various offices as cashier, control clerk, secretary to the manager or the assistant manager. All these require an elementary knowledge of book-keeping and office routine.

In most hotels, the kitchens are closed to women, as the work is too hard and the hours too long for them. But anyone who is interested in this side of the work, and who has a flair for catering, will find an excellent foundation for a future post in the kitchens. If, of course, a secretarial training can be added to this foundation, there is the possibility of a woman being able to hold a post as assistant manager in one of the smaller hotels.

In the seasonal resorts there are hotels which offer posts as sports secretaries or hostesses. For the girl who is an excellent swimmer or dancer there are also occasional openings, though this type of post rarely leads to any substantial remuneration in the long run.

Luxury hotel work remains to be considered. This, so far, has offered very little scope for women, as it is a world almost entirely ruled by men. There are, however, positions as linen keeper, cashier clerk in the various and highly organised offices, where book-keeping and typewriting are essential. A woman

may be secretary to the general manager or to one of the directors of the company which controls the hotel. Her work will be interesting and varied. It may be in connection with the buying of glass, silver, china, materials, or linen; she may be connected with the publicity and press departments or may have to undertake the organisation of banquets and social functions; she may be the foreign correspondent for the hotel guests, but so far no woman in this country has been given control of any of this work. There is, of course, the decoration of the rooms and the furnishings. This is an interesting post, and calls for a certain knowledge of interior decoration, as well as an inborn sense of good taste, but these posts are, unfortunately, very few and far between.

To the higher positions in hotel management—hotel directors, managing directors, group controllers and the like—few women have so far penetrated. A greater number of appointments of this calibre are held by women in the hotel world of America and Canada, but gradually perhaps the prejudice of sex will disappear here too, and women may then be entrusted with the major responsibilities. This, of course, will call for very wide executive experience as well as practical experience in the many branches of hotel work.

In general, if anyone is looking for an easy post, she should not think of hotel work. Hours are long, and the work requires concentration and patience. Good health is essential, and keenness and enthusiasm must always be present. Like most other things, hotel work has to be studied, practised and mastered before there is any hope at all of a post of any responsibility being won, but it is a useful thing to remember that the more knowledge one has in the hotel world the more chance one has of getting on. A knowledge of languages, domestic training and secretarial routine are all assets.

It is also a good idea to start life in a small way, that is, preferably in a small hotel, where one can get personal contact with the things that are happening. So often in a large hotel, everything is departmentalised to such an extent that the worker does things without having any real knowledge of what is happening, and this naturally offers no useful training for the person seeking experience.

Hotel work is tiring because it is endless. Guests must be served at whatever time they wish and with whatever they wish, and they must be served with the attitude of mind that "the guest is always right," however tired the hotel keeper or employe is feeling.

The hotel aspirant is wise if she wastes no time, but starts out on her career as early as possible once her education has been completed so that by the time she is of an age to assume a post of responsibility she has amassed the necessary practical experience. For it is practical rather than theoretical experience that is called for in an hotel career.

HOUSING ESTATE MANAGEMENT.

BY

DR. M. S. MILLER, M.A., B.COM.

It is only during the last decade that housing estate management on the Octavia Hill system has come to be recognised as one of the newer professions for women, and it is not always realised that Octavia Hill made her first experiment in the management of slum property over seventy years ago. When doing what would now be called "social work" among some of the poorest of London people, she saw how great a power the slum landlord of those days had over the lives of his tenants, and how efforts to improve social conditions were too often frustrated by terrible home surroundings. Therefore she wished to become herself the manager of slum property in order to use that power for the improvement of conditions. In this aim she was helped by Ruskin, who bought three tenement houses which he handed over to her management and who inculcated in her his belief that such work should be carried out on an economic footing, not as a charity. The experiment was a success in every way and in consequence the work grew steadily, the need for additional managers being met by women whom Octavia Hill trained in her methods.

Management was at first for private owners only, but in the eighties she was asked by the Ecclesiastical Commissioners, the owners of much working class property in London, to undertake management for them. At the time of her death in 1912, she directly controlled over 2,000 tenancies, and during the years of the war there were further developments, for all available trained women managers were drafted to munition centres to take charge of the temporary estates which were hastily erected to house munition workers. Also during the war the Commissioners of Crown Lands placed the management of a large estate in London in the charge of an Octavia Hill worker.

But by far the largest development has come about since the war, through the immense housing undertakings which have grown up during the last twenty years. Most of the voluntary housing societies—so often the pioneers in housing—employ women managers trained on the Octavia Hill system, these managers sometimes acting also as secretaries of the societies. The first appointment by a local authority of a trained woman manager was made in 1927 at Chesterfield, and on this has followed a series of appointments, so that there are now about forty municipalities employing trained women as managers and assistants.

The inspiration of Octavia Hill's work was the principle that business and social welfare are not independent spheres of activity, but that all trade, rightly regarded, is social service. In this principle lies the reason of the growth of her system of

management among local authorities. An enormous sum of public money is now invested in municipal housing and the local authority has a definite responsibility for the proper housing of the people within its area. These two facts imply that municipal housing is at once a trading concern and a branch of social administration. Therefore its officials should be trained—as are the women managers working on the Octavia Hill system—in both the business and the social welfare aspects of the work.

In both aspects, individual knowledge of the tenants and of their houses is an essential for successful management; and of this knowledge the weekly collection of the rents by the manager and her trained assistants is the mainspring. To most people the work of collecting rents might appear to be a sordid, or, at the best, a rather dreary occupation; but to the woman working on the Octavia Hill principles it becomes most interesting, demanding all the skill and training which she can have at her command.

Rent-collecting is, however, one aspect only, though a most important one, of the work which the manager of a housing estate must be competent to undertake. Conditions vary according to the type of estate and of employer, whether private owner, public utility society or local authority; and the manager may be called on to take sole responsibility for the entire work, or to share some sections of it with other departments. She must be qualified to take entire charge of the whole if required.

During the collection of rents, needed repairs are reported, or are, very frequently, discovered by the manager. The methods of carrying out repairs and redecorations vary greatly; generally when managing for private owners, and sometimes for housing societies, the manager selects contractors or workmen, orders repairs, perhaps supervises a direct labour staff, checks the work and the accounts and is responsible for all payments. For a local authority she more often notes and advises on needed repairs, giving the order to the borough surveyor, checking the completed work in conjunction with his department and checking the accounts, which may be paid through the treasurer's department.

Accountancy forms another important branch of the manager's work; she must be competent to keep the whole of the estate accounts, though again, in municipal work, she may not be required to deal with all. Rent, repairs and petty cash accounts must always be kept and the manager must be able to deal with the payment of rates, taxes, insurance, and the preparation of balance sheets and profit and loss accounts.

The visiting of applicants and of families to be re-housed and the allocation of tenancies is a branch of the work which has become very considerable, especially in dealing with large municipal schemes. The manager for a private owner rarely has more than casual vacancies to let; but the manager of large municipal estates may have to allocate the tenancy of hundreds

of houses, and cannot select or reject tenants, since all who are living on a clearance area must be accommodated. She must, therefore, be able to place the families in the position best suited to them; this placing and grouping of tenants is a matter of the greatest importance in re-housing from slum clearance areas.

To have recourse frequently to the law courts would be a sign of failure on the part of the estate manager, but there are from time to time cases for which no other treatment is possible. Therefore it is necessary for her to know the housing acts and also police and county court procedure, and to be able to advise the owners of the properties when she thinks such action is required.

There are records and statistics of various kinds to be kept concerning both the tenants and the estates; also there is the ordinary work of an office, indexing, filing and correspondence, of which the latter may, in a large concern, take up a considerable amount of the manager's time and attention. She is almost invariably required to report from time to time to the owners of the estate; where the latter are a voluntary housing society or a municipality, she may give monthly, quarterly and yearly reports, and will also be expected to attend all committee meetings, and report and advise on matters both great and small.

When to the work entailed under these various headings is added that involved by personal relations with her tenants—usually the most interesting work of all—it may be seen that the training for a housing estate manager must be many-sided, and that the work will appeal to and give scope for women of very varied character.

The training for Octavia Hill work is to be had under the training scheme of the Society of Women Housing Managers. Candidates are interviewed by a committee of the Society and if considered suitable are given the opportunity, as soon as a vacancy is available, of entering the office of one of the responsible managers. Here they do practical work, under the supervision of the manager, for a part of the week, the remaining days being devoted to study and attendance at lectures in preparation for their professional examination. The majority of students sit for the Women House Property Managers' Certificate of the Chartered Surveyors' Institution, though some work for the Professional Associateship of this Institution, or for a B.Sc. Degree in Estate Management. In addition students are expected, unless they have had special training or experience in social work, to attend courses of lectures and to do some reading on the subject of social welfare. The length of training varies according to the student's previous attainments and experience, but a period of at least eighteen months must be anticipated before the student can be qualified to apply for junior assistants' posts; occasionally, however, studentships with a small salary attached are to be had. Salary scales for managers and assistants are definitely upon the up grade.

At present the minimum salary for a junior assistant is £180 per annum. Other assistants' salaries vary from £200 to £300 per annum. The minimum salary for a post of full management is £250 per annum. Managers' salaries rise to levels varying from £350 to £500 per annum according to qualifications, experience and extent of responsibility.

A good education is an essential for the student and a University degree is an advantage. Good health is also necessary as the work may entail considerable physical as well as mental strain. Personality is of supreme importance and the work requires vision and grasp of principles, combined with the power of attention to detail. For the woman whom it attracts it proves a career of most absorbing interest, giving opportunities for social service and also for experiment and pioneering.

Length of Training 1—2 years.

Cost of Training Training fee to the Society is
20 gns., plus lecture and examination fees.

INDUSTRIAL WELFARE WORK - - - - - (see LABOUR MANAGEMENT)
INFANT NURSING - - - - - (see NURSING)
INSTITUTIONAL MANAGEMENT AND HOUSEKEEPING (see DOMESTIC SCIENCE)

INTERIOR DECORATION: A WOMAN'S CAREER.

BY

ROGER SMITHILLS,

Editor of "House and Garden Design," late Editor of "Decoration," author of "The Modern Home," "Modern Small Country Houses," etc.

A new career with great possibilities and all the artistic interest which makes such a strong appeal to most women is that of interior decorator and designer.

The profession of the interior decorator has suffered badly in the past from the number of untrained or half-trained people who have entered it. In consequence, the close link which should exist between manufacturers and designers has, until recently, been noticeably absent. And for really good design this link is absolutely essential.

Lately, however, the sudden growth of labour-saving blocks of flats and the immense impetus which has been given to the architects' profession, the building trades, the furnishing trade and to the work of the interior decorator have educated people to an appreciation of a higher standard of design; and have led them to recognize the need for thoroughly trained decorator-architects.

Generally speaking, interior decoration is more a woman's career than a man's, for a woman has a surer instinct for home-building, since she lives at home more than the man, and therefore knows what needs are most pressing in the home. But the

successful interior consultant must have deep and varied knowledge.

She has first to learn the theory of planning, the relationship of the different rooms to each other and their furniture units. Secondly, she must be familiar with construction principles and different materials and their finishes; thirdly, with the theory of colour and form, such as harmony, contrast and discord, and how they affect the design of textiles, fabrics and wallpapers, etc., in relation to the room; and how to design the form and colour of them.

Such an expert is capable of drawing up a complete scheme for the conversion, decorating and furnishing of a whole interior and can work out the form and colour of the actual rooms, besides being able to estimate the cost of the alterations required and materials used.

Training is now available in England which creates experts capable of carrying out the work detailed above; proof of its success and of the general increase in interest in good design is the recent formation of The National Register of Industrial Art Designers, supported by the Government, and the proposal for a Decorators' Association, modelled on the lines of, but distinct from, The Royal Institute of British Architects.

Training.

The initial qualifications required of those presenting themselves for training in interior decoration are artistic instinct and business ability. A student should not only have a high standard of draughtsmanship but should be fully cognisant with the practical and business aspects of the subjects as well. The emphasis on the practical aspect is important, for would-be designers who can produce admirable drawings of articles which cannot be made, are all too numerous. Such designers are usually the product of art schools which are out of touch with the industrial and commercial realities of the day.

There are alternative methods of training in interior decoration, according to the aspect of the subject in which the prospective student is interested.

The young woman who wishes to devote herself to the practical side of the profession could not do better than join Woman Decorators Ltd., 28a, Park Road, Baker Street, W.1. Here the tuition is practical rather than academic or theoretical, students actually taking part in the painting, wallpapering and decorating work on contracts which the firm is executing.

There is a great variety of other courses and other training centres as well, each course stressing some peculiar points of its own. At the Central School of Arts and Crafts, Southampton Row, the elementary principles of design are taught and students are assisted in the making of furniture pieces in the school workshops. The course at the Bartlet School, attached to the University of London, concentrates mainly on the traditional and

academic aspects of design and extends over a period of three years. Then there is the Reimann School which has recently extended its scope to include Interior Design, and the Arnold School in South Audley Street which concentrates particularly on the personal aspect of the profession of Interior Decoration. Mrs. Marie Louise Arnold herself supervises the course in Salesmanship. Furniture design and the theory of form and colour are also taught at the various Polytechnics.

The largest school in London, however, and the first established exclusively for training in contemporary interior design, is the London School of Interior Decoration, with premises at 14, Marlborough Place, N.W.8, where a complete course in the subject covers two years and successful study qualifies the student for a Diploma.

This school was founded in 1935 to provide a recognized method of training interior decorators for their career, and students who take a consistent course at the school are, on graduation, fully equipped to take up posts with firms or to commence in business on their own. The complete course lasts two years and the general method is practical rather than academic, being dictated solely by the professional requirements of the modern interior decorator and designer. The instruction falls under the following headings: Architectural Design, Building Structure and Materials, Interior Equipment, Form and Colour, Historical Background, Draughtsmanship, Modern Art, Costing and Estimating, Commercial Experience.

The school has recently opened a commercial studio, under the title of the London Design Centre, to deal professionally with requests from manufacturers and to produce designs for textiles, furniture, fittings and everything relating to interior equipment. An Appointments Bureau, licensed by the L.C.C., has also been organised and is available to students who have satisfactorily completed their course of training.

There is another method by which the necessary knowledge to make a start may be obtained. The young woman at the outset of her career, may be apprenticed to an established interior decorator. But this method is not always easy. Most decorators are far too busy to take in pupils—which proves that the profession is certainly not overcrowded—and small decorators of no repute who charge heavy fees should be avoided.

Prospects.

The final value of a training must depend upon the prospects which lie before the fully qualified student. In interior decoration the prospects are particularly happy; for it is one of the few careers in which the demand for trained men and women is at present in excess of the supply.

There are several methods by which a trained interior decorator may start to earn a living. She may join up as assistant to an established decorator of the 'old school' and introduce a

new, if not superior, class of work into the business. If at the same time she is able to bring fresh customers she should not have much difficulty in succeeding rapidly in this field.

Another way is to obtain a position as an assistant in a shop devoted to house decoration. This employment is most valuable for it brings the young woman into personal contact with the public she serves. She thus receives excellent training in the advisory side of the business and at the same time becomes acquainted with the important psychological aspect of the profession.

In small businesses this form of employment is often concurrent with the studio drawing department, but in large firms these two departments are quite distinct and operate independently of one another.

During the first year or two wages are small, maybe only £2 or £3 per week; but there are chances of steady and reasonably rapid advancement for the industrious worker. Eventually the shop assistant should be able to obtain a sound executive post with an established firm, one perhaps dealing with the highest class of work, such as renovating mansions and large country houses, which pays correspondingly higher wages. Another post which is well worth having is the management of the interior decoration department of one of the big stores.

Finally, the trained decorator may wish to set up in business on her own, either with a showroom and workshop, or by co-operating with an architect. But unless one has a regular turnover to depend on from the start, the task of building up a business in the best work may be long and arduous. To join up with a successful architect is much safer and should lead to a good income.

With such a varied choice of specialised jobs the qualified interior decorator should not find it difficult to establish herself with reasonable rapidity in a position which is at once pleasant and remunerative.

Length of Training . . . From one to three years.

Cost of Training . . . Varies, according to training centre.

JOURNALISM.

BY

BRENDA E. VERSTONE,

Assistant Editor of "Architectural Design and Construction."

It is strange that of all professions journalism attracts such a motley of people, so unsuited to its vagaries and so unaware of its demands. For that reason I shall begin by enumerating a few of the more important qualifications which a girl should possess before she starts her perilous journey in this already overcrowded field.

1. A quick brain and a "nose for news."
2. A good and reliable memory.
3. The ability to write, to pad and to précis.
4. A genuine liking for hard work and the health to stand up to it.
5. A versatile mind.
6. Initiative; and yet the ability to follow an instruction to the letter when required.
7. Power of concentration in the midst of rattling typewriters, buzzing telephones, talkative colleagues and constant interruption.
8. A fund of ideas and enthusiasm.
9. An appreciation of mass psychology and a knowledge of what the public wants.

These qualifications do not, of course, apply to the specialist, who requires only two salient characteristics:

- (a) To know the subject thoroughly; and
- (b) To be able to write about it in an interesting manner.

If a girl has these two qualities, her future is assured, either as a free-lance journalist, or as a feature writer. Hundreds of newspapers published in the provinces are always ready to take a good article, and frequently the same one, or at any rate the same theme, can be offered to many different papers and get published several times. Since provincial papers do not pay good lineage, this duplication brings much-needed "grist to the mill."

Furthermore, the specialist can usually find three or four technical journals which deal with her subject, and this is a certain means of income. For women, perhaps the best subjects for specialisation are: beauty and physical culture, child welfare, domestic science, fashion, gossip, interior decoration, dietetics, social services, horticulture and veterinary hints. It is not advisable for a woman to specialise in men's subjects. There is obviously much more competition; and few women writers can excel male writers on masculine territory.

There is much more fun and considerably harder work for the girl who does not intend to specialise. Let her make sure before she contemplates such a precarious profession, however, that she has a good many of the qualifications set out at the beginning of this article, and can soon acquire the rest. Without them she is lost.

Though, too, a university education is decidedly an advantage, the graduate should not imagine she can drift into journalism merely on the merits of her essays in the College magazine. If she imagines that her services will be eagerly sought after by the literary weeklies for book reviewing and occasional articles on abstract subjects let her disabuse herself. These jobs nearly always fall to men, and only brilliant and already well-known women writers can push their way on to the staff of such exclusive publications.

As with many professions, the first step is the most difficult. There are two or three different ways of getting into journalism, but in every case luck plays a very important part. An excellent two years' course can be taken for a Diploma in Journalism at King's College, University of London. This is available for students of not less than 18 years of age, who have reached the London Matriculation standard of education. The subjects of the Course and examination consist of the following: practical journalism; English composition; principles of criticism; social and economic structure of to-day; Modern History from 1789; English literature from 1850. One of the following subjects also has to be taken: general English literature; a modern language; military studies; philosophy; psychology; or the history of art.

Even this Diploma, however, is not a magic password to a job. Unfortunately, it carries very little weight with the average editor, and its holders would probably have to start at the beginning along with others. Nevertheless, the knowledge of newspaper work and terms, reporting, interviewing, elementary sub-editing, make-up and other subjects which she has acquired at the School of Journalism should stand the student in good stead, and she should be able to take over the work of one of her seniors should an emergency arise.

For the girl who cannot afford such a course the simplest way into journalism is to get a job as an editorial secretary and work her way up. But she will have to keep on the alert—or when there is a vacancy it will be filled over her head while she continues as secretary. Not so much store can be placed on influence to-day as once was the case. There are too many journalists with "clever daughters," too few vacancies for them to fill. Furthermore, women are slowly being edged out of journalism; even marriage is a bar on some papers. But once you can prove your worth as an editorial secretary, know the subject pretty well and pick up some idea of sub-editorial work, there is no reason why you should not go from that position to an editorial one.

Getting on to a daily paper in sensational journalism is quite a different matter. Sometimes you can turn up with a bright idea or exclusive story and get engaged on the strength of that (though if you can't keep it up your engagement doesn't last very long); and alternatively you can be turned away again and again. The secret is to get on to a good story, pick out the human touches, be careful to write according to the style of the paper in question, and see that it gets to the news editor ahead of everyone else. Much harder even than it sounds; but once you have succeeded in this you have gone a long way to ultimate success in this kind of journalism.

A good heading, with suitable sub-heads, will help a story considerably; and again you have to consider your market before you decide upon them. You must read newspapers regularly and

be in touch with political and social events. When you are fortunate enough to be on the spot at some event which would be of news interest, get the facts accurately and telephone the story right away to a news editor of one of the dailies. Leave your name and address, and if the story appears, write in, asking for payment.

Once you have got such a story across, keep to the same paper, and after they have accepted three or four news items from you, ask the news editor for an appointment. But should you once make a slip with regard to the facts, you will find it very difficult to get that paper to accept a story from you again. This is where a good "nose for news" comes in useful. If you are on the scene of an accident, your first thought should be "What a story!" and it is up to you to pick out the salient points and be quick about it. There may be others with a "nose for news" at the same scene! The work is exciting and remunerative; and once you have fought your way on to the reporting staff of a daily, you have to be prepared to cover any kind of a job at any time of the day or night.

To conclude, I should like to emphasize the necessity of being able to write about any and every subject, no matter how dull. For instance, how many girls wanting to become journalists would be able to write an amusing yet informative note on, say, door-knobs? You might well be asked for such a note, particularly when engaged on a technical paper. I quote the following (written by a young man, I must admit) to give an indication of the kind of paragraph which *can* be written on door-knobs:—

"My enquiring eye has alighted this month upon some remarkably good-looking door furniture, produced by the X Works. These are good, honest handles, comfortable to the grip and evidently designed with the laudable object of doing a given job of work with the maximum of efficiency. The lines are clean and pleasant to the eye, and have not fallen victims to that distressing tendency towards the 'moderne,' which has created such havoc in the door-knob world in recent years."

There was no need to be an expert to write that "puff"; but to give a door-knob that amount of interest you most certainly would have to be a journalist! It is a good exercise for the would-be journalist to practise writing an interesting paragraph every day on something that catches her eye. Versatility will come more easily with practice.

THE JUVENILE EMPLOYMENT OFFICER.

BY

EIRENE M. WANSTALL, M.A.

Immediate Past President of the National Association of Juvenile Employment and Welfare Officers.

(Reprinted by kind permission of "Local Government Service").

"What does a juvenile employment officer do? How can I become one? What has this service to offer me?" In answering these questions I shall do my best to avoid donning the rose-coloured spectacles of the enthusiast or taking the jaundiced view of the disillusioned.

The Juvenile Employment Officer is normally the head of a sub-department in the education department, called the juvenile employment bureau. Its staff may number anything from one to forty or more, but the average lies between five and ten. Their duties vary according to the size and character of their particular area. They are mainly occupied, however, in giving advice as to the choice of occupation to boys and girls from elementary, technical, and secondary schools; in registering applications for work from boys and girls and vacancies from employers, in sending forward candidates, in following the after-careers of the young people placed, and in administering on behalf of the Ministry of Labour the Unemployment Insurance and Assistance schemes in so far as these relate to juveniles.

The amount of individual interviewing and detailed work of any kind which a juvenile employment officer can undertake personally depends on the size of the area and of the bureau staff. In larger areas a juvenile employment officer's work becomes almost entirely organisation, supervision, and committee work.

It is not easy for a woman to become a Juvenile Employment Officer under an education committee. Out of 121 members of the National Association of Juvenile Employment and Welfare Officers, only 28 are women. Some authorities still advertise for a "Juvenile Employment Officer (man)." However, there are women in charge in Kent, Cambridgeshire, Birmingham, Newcastle, and West Ham, as well as in smaller authorities, so if you are determined on this career it is a heartening thought that the largest area in the country where the education committee operates a juvenile employment scheme has a woman organiser.

There are two main avenues by which women can enter this service. Having secured your school certificate you may apply for and obtain a junior clerkship in your local education office at a salary of about 15s. a week, and, either at once, or after experience in other sub-departments, be allotted to the juvenile employment bureau. It is unlikely, though, that you will ever be promoted to be a Juvenile Employment Officer here or else-

where by this course, unless, while at work, you study for and obtain your degree either at a local university or as an external student of London University. Economics, history, and psychology are all relevant subjects.

The other method of entry is as a graduate between the ages of about 21 and 28. Openings are advertised in the educational papers from time to time, and to the University Appointments Boards; they are generally in the larger offices and carry an initial salary of about £150 to £190 a year. Officers appointed in this way are not employed on routine clerical duties; instead, an attempt is made to give them an insight into all sides of the work, with special concentration on the more skilled part of it. Provided such an officer shows interest and becomes efficient, her path to a headship is comparatively straightforward.

Before attempting to pursue this career, however, you will be wise to consider carefully whether you possess the qualifications essential for success. Are you fond of being with people, and are you a good mixer? A Juvenile Employment officer has to co-operate not only with boys and girls, but with parents, teachers, other government officials, employers, trade unionists, and social workers. The work differs from that of a club leader, teacher, or probation officer, in that it involves making rapid contacts with a large number of people rather than more permanent contacts with relatively few.

Are you versatile? Do you enjoy doing a bit of many things, or do you greatly prefer concentrating for a long spell on one job? If the latter you will be well advised to avoid Juvenile Employment work. In addition to interviewing at the office and schools an officer has to visit employers' factories to see conditions at first hand, to draw up indentures, appear as witness in the police court, buy outfits, act as secretary to committees, write reports, address meetings, and undertake a variety of other tasks. Through it all she must keep her head and her temper; otherwise she may do an incalculable amount of harm.

Have you a good memory for detail and the patience and perseverance to master a vast code of regulations?

Finally, are you prepared to work really hard morning, afternoon, and evening if need arises? There can be no question of being free after five every day in a juvenile employment bureau, since boys and girls and parents who are at work all day must be given facilities for interviews in the evening. Sometimes it is possible to take compensatory time off in the day, but more often it is not.

What does the juvenile employment service offer in return for all it demands? Financially, the rewards are not great. Salaries for women assistants rarely reach £250, although there are a few posts at higher figures. Salaries of Juvenile Employment Officers range from about £250 to £750, with many posts at about £300, and only a few over £400. As in all local government

posts there is, of course, reasonable security of tenure, and in the future there will in every case be pension rights.

Status, as in so many other occupations, is largely what you make it. A competent woman with natural dignity will receive the consideration due to a senior officer of the Education Committee.

If you should decide to be a Juvenile Employment Officer I suspect it will be because you have fallen in love with the idea of this kind of work, its variety, human interest, the humour which bubbles up in all sorts of untoward circumstances, and, above all, the chance to help your fellow-men. It is one of the most satisfying features of our work that it is not concerned, like many valuable social services, with treating the casualties of civilisation, but provides a service for its potential citizens which would be essential even in Utopia.

KENNEL WORK - - - - - (*see OUTDOOR PROFESSIONS*)
KINDERGARTEN TEACHING - - - - - (*see TEACHING*)

Labour Management.

INDUSTRIAL WELFARE WORK.

BY

K. E. DOBINSON, B.A.

The movement for the establishment of good conditions and relations in industry received recognition during the recent years of trade depression. The difficulties of that period called attention to the fact that Welfare Departments in factories and workshops were not "philanthropic frills," instituted only when trade was good and profits secure, but a necessary part of management, contributing to the well-being and general efficiency of the worker.

In recent years an increasing number of smaller firms have appointed Welfare Supervisors, often with duties barely defined, but with the general functions of improving the health, happiness and stability of the worker.

The Welfare Supervisor in a progressive firm is usually responsible for the selection of new entrants, their care and training for the first few weeks and the general supervision of their progress. In co-operation with the Departmental Managers and Foremen she is concerned with education, training, the arrangement of transfers, promotions and dismissals. Employee records are made and kept by the Welfare Department and the Supervisor is responsible for ensuring the Management's compliance with the provisions of the Factories Act and Welfare Orders, for notifying overtime and for all arrangements for the general welfare of the operatives, such as the Canteen, First Aid service, continued education and sometimes athletics and social activities. In some firms she co-operates with the Works Councils

or Trade Union stewards in matters of common interest between the employers and the employees.

In an industrial concern employing only a few hundred persons, or where welfare activities are in an elementary stage, the supervisor carries out the work single-handed, and it is essential, therefore, that she should have practical knowledge of Canteen administration and first aid, as well as a theoretical training, and an important part of her work is her contacts with the source of supply of labour. These posts are by far the most numerous in the profession and require as well as all-round theoretical and practical knowledge, tact, versatility, and an ever-present sense of humour.

In larger firms, most of whom have long recognised the importance of a Welfare policy, the Supervisor has wider powers. She will usually have one or two young assistants who have recently qualified for the work, or in some cases where this is not practical, student improverships have been established which offer employment for three or six months in the Department to students immediately after training, thus giving assistance to the Supervisor and invaluable experience to the trainee. The student improver usually receives a small maintenance allowance.

The province of a Welfare Supervisor in a large undertaking has of recent years widened into Employment or Labour Management and offers scope for specialization. The Department is responsible for the direction of the firm's labour policy in its fullest implications and a trained staff is usually employed. The Labour Manager controls the general Welfare activities and in addition is concerned with such matters as preliminary psychological tests, research, statistics, wage systems, Trade Union organisations and accident compensation. The Labour Department is responsible for the supply of labour, hours of work, wages, training of new employees and all the general Welfare activities. There is usually a staff, including a nurse, Canteen supervisor, sports organizer, each fully trained in her own sphere. It is rarely found that the duties of a Welfare Supervisor are definitely stated and much is left to her own initiative. Since the cases of discontent and disagreement within the factory are so often due to petty misunderstanding, hasty tempers and frayed nerves, rather than the serious problems of industrial conditions, the Welfare Supervisor spends much of her time, informally and often unofficially, settling personal disputes, soothing indignant foremen or distressed employees.

The generally accepted theoretical qualification for Industrial Welfare work and Labour Management is the Social Science Diploma, which may be taken at the London School of Economics, King's College of Household and Social Science, and at most of the provincial University Colleges. The training usually occupies two years, but graduates holding a suitable degree, e.g. in History, Economics, or Psychology, can complete it in one year.

The subjects of instruction are:—Industrial and social history, economics, social and political philosophy, physiology, hygiene, psychology, central and local government, statistical method, industrial legislation and business administration. Practical work in a Welfare Department, for two or three months, is usually undertaken during the vacations or at the conclusion of the period of study. General social work in connection with Care Committees, clubs or evening institutes is usually included also to provide a general social background and to develop the qualities required in factory work.

The ability to work happily with all types and classes of people is indispensable, while a willingness to go slowly and to avoid hasty reforms is usually the best policy if progress is to be made. The Welfare Supervisor must be prepared often to build her own organisation and must not be afraid of the responsibility of new developments nor must she be discouraged if the credit for the success of these developments comes only after a long interval. For those who are able to profit by experience and not be discouraged by difficulties, there is no work more absorbing or of more varied interest. It is essentially a profession in which one is always learning as well as performing one's duties.

Salaries range from £150 to £250 per annum for Assistants and for Welfare Supervisors and Employment Managers from £250 to £500 per annum.

The Industrial Welfare Society, 14, Hobart Place, Westminster, S.W.1, which has been responsible for the establishment and development of many industrial welfare departments, advises on training for the various branches of this work.

The Institute of Labour Management, Thames House, Millbank, S.W.1, a professional association of men and women engaged in Labour Management, works in close contact with training bodies and in connection with training arranges practical experience for those students who are accepted by the interviewing board of the Institute.

Length of training: From 2 to 4 years.

Fees: Fees vary with the different training bodies, but vary around £60 for a non-graduate and £35 if taken subsequent to a degree.

TRAINING FOR LABOUR MANAGEMENT.

BY

The Late NANCY WILLCOX,
Secretary, Institute of Labour Management.

The development of the complex industrial system which exists to-day has brought with it a host of problems concerned with the relationship between employer and employed. It is as a result of the necessity for an equitable adjustment of these

problems that personnel or labour management has developed as an integral part of the wider field of industrial management.

Before dealing with the scope of the work and the training required, I should like to say something about terminology. There is still a large variety of names in use, including labour manager, personnel manager, staff officer, employment supervisor, welfare supervisor. Whilst different people may attach different meanings to the individual terms, for the purpose of this article, at least, they have been taken as one and the same. Labour management should be understood as covering the whole field of the employer-employee relationship. Although the details may vary, fundamentally the work is the same whether it is done in a factory, a store, or in a large commercial office.

The work of the labour manager is described in detail in another article on page 178 but it might be well here to stress that it is wide in its scope and extremely varied. In a fully developed department, it will probably include responsibility for the following functions:

Salaries, wages, working conditions.

1. Supply of labour, hours of work, methods and rates of remuneration, the regulations of the firm governing employment, collective agreements affecting employees.
2. Maintenance of the firm's standard record of rates of remuneration and of working conditions.
3. Negotiation with employees, and/or their associations.
4. Conciliation and arbitration proceedings.
5. Advice on current developments relevant to the employer-employee relationship.
6. Maintenance of external contacts, e.g., Ministry of Labour (Industrial Relations Department) and employers' organisations.

Employment.

1. Engagement, transfer and discharge of employees.
2. Co-operation with Employment Exchanges, Juvenile Employment Committees, education authorities.
3. Reception of new employees.
4. Supervision of training.
5. Co-operation with the medical department.
6. Co-operation with the appropriate government departments and local authorities with reference to the relevant statutory requirements.

Welfare.

1. Health and safety.
2. Canteens.
3. Employee representation.
4. Education.

5. Sports and recreation.
6. Appropriate services in connection with pension funds, savings banks, suggestion schemes, benevolent funds, works magazines, etc.

In considering the actual training required of prospective labour managers, it is of vital importance to stress that academic qualifications are not the only criteria of suitability and that personality and character are essential factors in determining a student's suitability for training.

The basic equipment for women is one which will enable a student within a relatively short time after entering industry to give convincing proof of the practical implications of the work and enable her to co-operate intelligently with those concerned with the other functions of management.

The theoretical part of the equipment is best obtained by means of a social science training. The social science schools, through the Joint Universities Council for Social Studies, in co-operation with the Institute of Labour Management and the Industrial Welfare Society, have from time to time given attention to this problem and those women considering labour management as a profession should read the last report made by the Council on this subject.*

A social science course, leading to the award of a certificate or diploma, is generally taken in two years, but, in the case of graduates, a one-year course is usually available. It is rare for a student to get a post in a personnel department under 22 or 23 years of age. Those leaving school at the normal age of 18 years have therefore some four years to wait before they can get their first industrial post. In addition, the minimum age of entry for a social science course is generally 19 years. The majority of labour management students to-day are taking a degree and completing their training with a one year social science course and it is felt that this method is the one which is likely, at the present time, to give a student the best possible approach to her work.

The theoretical subjects should include:

- (a) Social and industrial History.
- (b) Economics, both pure and applied.
- (c) Social and political philosophy.
- (d) Psychology, both general and industrial.
- (e) Principles of social administration.
- (f) Sanitary science.
- (g) Industrial law.
- (h) Elements of statistical method.
- (i) Labour Management in practice.

(I) University Training for Labour Management and Industrial Welfare: a report issued by the Joint Universities Council for Social Studies and obtainable from Messrs. W. H. Taylor & Sons, Dukes Road, Western Avenue, W.3.

The practical training consists of general social work, and in particular, case work, which is an important part of all social science courses, and supervised practical work in a labour department, which is usually obtained through student membership of the Institute of Labour Management. The general social work is of the utmost importance in that it brings the student in touch with the home conditions and leisure activities of the people with whom she will eventually have to deal in the factory or store. The specialised practical training consists of a minimum period of eight weeks spent in two or more factories, preferably in different industries and in different parts of the country, under the supervision of experienced labour managers.

The following are among the Universities which provide suitable social science courses: Birmingham, Edinburgh, Glasgow, Liverpool, London (London School of Economics and Bedford College) Manchester, and University College, Nottingham.

Application for student membership of the Institute Labour Management should normally be made in the third term of the first year in the case of those taking the two-year social science course, and in the last term of the degree course, in the case of those who intend to take the one-year social science course on graduation. In order that students may obtain the greatest value from their training, it is considered essential, except in outstanding cases, that the social science course, and the practical training through student membership of the Institute, should be undertaken at the same time. When students complete their university course before applying to the Institute for student membership, a valuable part of the training is necessarily missed.

The number of posts available is slowly increasing but in order that there may not be a surplus of trained people, the Institute of Labour Management limits the number of students which it accepts annually.

It is extremely difficult to generalise concerning salaries and prospects as they necessarily vary widely with the scope of the individual post, the size of the firm, the industry and the degree of responsibility involved. Starting salaries in assistant's posts, which are those usually available to the student on leaving the university, vary between £150 and £200 per annum; for those with experience and who will take charge of a department, salaries may begin at anything from £220 to £300 or more per annum. There are, in addition, a growing number of more responsible posts carrying higher salaries.

Further details concerning training may be obtained from the Secretary of the Institute of Labour Management, Thames House, Millbank, London, S.W.1.

LIBRARIANSHIP.

BY

LIONEL R. MCCOLVIN, F.L.A.,

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Especially in these our present times it is unwise to prophesy. Yet we believe that, given normal general conditions, the next few years will see considerable progress in the field of librarianship. This is said despite the fact that opportunities and rewards have already increased appreciably during the last decade. Librarianship is still a young profession and has not yet fully developed several of its possible activities, such as school libraries and technical, commercial and other specialised libraries. In America conditions in these branches of library work are far in advance of conditions in this country and the place filled by libraries in education and industry respectively is there so obviously valuable that we cannot envisage British people failing to secure similar benefits.

Before discussing these future possibilities, however, the basic situation should be considered. What has librarianship to offer to-day? and to whom?

There are many types of library work, which may be summarised thus:—

(a) **Public library work—urban and county.** This is by far the largest field. There are well over 5,000 people employed on the executive staffs of urban libraries, while the full-time employees of the county systems (at headquarters and at branches) number about 700. This may represent an annual total of from 300 to, at most, 500 vacancies. With very few exceptions, however, these vacancies are filled, so far as new entrants into library work are concerned, by young people from 16 to 18, who must have passed a Matriculation or equivalent examination. Furthermore, as a rule, with few exceptions, they are recruited locally.

This is the safest way to enter library work—to obtain an appointment on the permanent staff of a public library on leaving secondary school. As there are few vacancies, however, it is unwise for a girl to set her mind upon the work, as she may not be lucky enough to find a local vacancy when she wants it. Librarians, however, usually keep in touch with the head-mistresses of secondary schools and girls who are keen on and fitted for the career should consult their heads in good time. Such junior positions as these are usually advertised in the local papers and sometimes also in the *Municipal Journal* or the *Library Association Record*.

The girl, on entering in this way, will face a few busy years. She will work full time as a junior assistant (though hours are

becoming more reasonable and many libraries offer facilities and help for students), and in her spare time, for perhaps ten years, will study for the essential professional examinations of the Library Association. By the time she is in her twenties she should, if she has ability, have sufficient experience and qualifications to enable her to seek more senior and better-paid work in libraries elsewhere. Generally speaking, the girl who wants to make good progress must be prepared to move from post to post, gaining wider experience and improving her position. The commencing salary at 16 will be about £50-£60; smaller places may pay a little less, but an ever increasing proportion of local authorities is adopting the official scales of the Library Association and the National Association of Local Government Officers, according to which assistants in the initial grade receive from £55-£225 in the provinces generally, £60-£240 in the larger provincial cities and £75-£300 in London.

(b) **University, College and similar libraries.** Here the field is more limited. Certain of the older universities do not employ women and, curiously enough, few of the others employ many fully qualified people and in several the payment is not good, especially in the lower grades. University librarianship is, however, making progress. It had probably failed to develop as satisfactorily as, say, in America, because whereas it has generally been the custom to appoint (except for junior posts which offered no prospects) only graduates, the supply of graduates who also had thorough professional training and experience was altogether insufficient. This position has, however, been gradually if slowly remedied—partly because of an interchange occasionally between the public library and the university services, partly because graduates have since the war been able to secure training at the London University School of Librarianship. This, therefore, is a field to be considered by the graduate, but by the graduate only. It must be emphasised that openings are few but they will increase. A new salary scale for assistants in university and college libraries has recently been introduced and adopted by the Library Association; it should help to improve matters in time. According to this scale graduates, except for a short probationary period, should receive from £200 to £400, while higher grades go up to £650, though a woman under present circumstances would be most unwise to take these higher possibilities into consideration.

(c) **Special Libraries**—by which we mean the libraries, mostly small, belonging to learned and scientific societies, professional bodies, etc., to the research departments of industrial and commercial concerns, to trade associations, etc. There are a great many of these libraries, but until recently only a small proportion has been organised on modern lines or employed qualified people. Many of them employ only the one person, who must be capable of handling information work; even, in the

case of very small libraries, the work is sometimes combined with secretarial and other duties.

Salaries vary considerably, but are low on the whole for the qualifications required. Nevertheless they do offer openings to many women who, *after* having graduated (and often subject specialisation and usually knowledge of languages is required), attend the London University School. Moreover, as librarianship is becoming less a series of watertight compartments than formerly, they sometimes afford an entrance into other types of work.

(d) **Miscellaneous libraries**, such as those in clubs, in the information bureaux of large stores, etc., offer occasional vacancies but cannot seriously effect those choosing a career.

(e) **School Libraries.** Those who are prepared to look ahead will be interested in the recent developments in what is virtually a new field, that of school librarianship. Though there are libraries in a great many secondary, public and technical schools, and though several of these employ specially trained librarians, the work has not been developed to the full. As a rule the school library has been in charge of a teacher who has devoted only part of his or her time to library work. It is probably on such lines that school library work will continue; that is to say, school librarians will primarily be qualified teachers. Yet, as the work expands, the number who are required to spend full time on library work will increase and from them, and indeed from part-time workers also, special library qualifications will be required.

We have referred throughout to the need for training. No one can hope to enter library work, after school-leaving age, who has not been specially trained, and no junior can hope for any advancement unless she studies seriously.

Graduates may obtain training at the London University School of Librarianship, University College, where the course for graduates normally occupies a year. Full information may be obtained from the Director, Mr. J. D. Cowley. The University awards a Diploma.

The principal examining body, however, is the Library Association, which twice a year holds examinations in three sections—elementary, intermediate and final. Upon passing these examinations and producing satisfactory evidence of knowledge of two foreign languages and, *most important*, on having not less than three years full-time paid service in an approved library, the student may secure election to the Register of qualified librarians maintained by the Association: first, after the Intermediate, as Associate, then, after the Final, as Fellow. The educational syllabus and registration requirements of the Association are given in the Association's Year Book which should be obtained by all who are interested in librarianship as

a career. Students at the London School are granted certain exemptions.

The Library Association is the national organisation, incorporated by Royal Charter, of all who are engaged in or interested in all branches of librarianship, and everyone on entering upon a library career should join and take advantage of the many facilities it offers, including a comprehensive library and an information bureau which has been considerably strengthened during the last year with the aid of grants from the Rockefeller Foundation. The Library Association has its permanent headquarters at Chaucer House, Malet Place, W.C.1, to which all enquiries should be addressed.

In conclusion, library work does not offer many opportunities and the financial rewards are not strikingly attractive. But it is a career which will appeal especially to women who are interested not only in things in general, but also in people. It is not in any way a suitable career for the "bookish" quiet, self-centred person, nor for those of poor physique. On the contrary, it is suitable for those with keen open minds, broad interests, business ability and the strength to stand and enjoy hard work and never-ending study.

WOMEN IN PUBLIC LIBRARIES.

BY

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Gross misapprehensions regarding library work are much less common than ten years or so ago. Nevertheless it may be advisable to begin by dispelling such rosy myths as still linger and by stressing rather the disadvantages and difficulties which face the girl who is thinking of taking up library work as a career.

Library work is emphatically not a pleasant occupation for young women with literary tastes whose inadequate or erratic capacity for hard work has debarred them from progress in other professions or the business world. It is quite useless to think of librarianship unless one is prepared to qualify by taking the examinations either of the Library Association or of the School of Librarianship, University College, London. Both methods entail a strenuous course of study. Particulars may be obtained from the Yearbook of the Library Association (the address of the Association is Chaucer House, Malet Place, London, W.C.1) and from the Director of the School of Librarianship, University College, Gower Street, London, W.C.1. Generally speaking (there are exceptions), students at the School of Librarianship are graduates taking a whole-time course of study and candidates for the examinations of the Library Association are young people who have entered the public library service as juniors fresh

from school and are working in spare time for professional qualifications. A university degree is becoming more generally recognised as an important qualification for the higher posts but in many quarters there is still a prejudice against people entering the profession at the relatively mature age of a graduate who has taken the School of Librarianship course, and it must be admitted that the salaries offered are low when considered in relation to the cost of such a training.

Entry into the profession or the School of Librarianship should be made as soon as possible after leaving school or university. It is not an advantage to have spent some years in another occupation first. The chance of a woman over thirty years of age getting a start in a public library is so remote as to be negligible, and there is a very serious risk in starting to train when over twenty-five.

Contrary to the belief of many, work in a library is very unsuitable for girls who are in any marked degree delicate. It is necessary to be capable of spending many hours upon one's feet without undue fatigue and to be able to move and carry piles of books without strain. Practically every library authority requires, for superannuation purposes, a medical examination to be made of every person appointed to the permanent staff. Thus, though in some libraries it may be possible to obtain a junior post without a medical examination, to do so knowing that one is unlikely to pass such an examination is to store up certain disappointment for the future.

The number of hours worked is not excessive, usually 38-40 weekly, but from the point of view of social life they are very inconvenient. Evening duty must be taken at least two, usually three, and often four times a week. The half-day does not fall on a Saturday and it is rarely that extra time is added to the statutory public holidays. These disadvantages do not apply to assistants employed at county library headquarters, where normal office hours obtain.

It is often forgotten that workers in public libraries have to deal with people as well as with books. If you dislike people and want a nice quiet job away from them do not become a librarian. But probably you are quite interested in people, most women are. In fact, if one may be allowed a generalisation, it is probably true that upon the whole women assistants show more aptitude than men at establishing contact with the assortment of humanity which passes through the wicket at the library counter.

There is no part of library work in the execution of which women are burdened with any inherent handicap, and there is at least one side—work with children—for which it is generally assumed that women are innately better suited. The Library Association recommend that posts should be open equally to men and women and that there should be no difference in the scale of salary offered. The total number of women employed in public

libraries is probably at least as great as the number of men, and many authorities offer the same salary scales to men and women. All this, unhappily, does not mean that women have equal opportunities in librarianship. Entry into the profession, and the earlier stages of advancement are as easy for women as for men, but the hope of becoming a chief official or even the deputy librarian or head of the department of a large system, is very much smaller.

Only three or four municipal libraries of any importance are directed by women and appointments made during the last ten years afford no signs of any expansion of opportunities for women to obtain important posts in municipal work. The position is relatively better in county libraries where a fair proportion of chief librarians are women, but as it is rarely that more than one or two posts a year carrying salaries of more than £250 are available in county libraries this cannot be regarded as a profitable field for the labours of the very ambitious woman.

A woman of any competence, who qualifies for admission to the Register of the Library Association, can be fairly certain of getting on to a salary scale with a maximum of £200 p.a., with luck, £250. A woman who becomes a Fellow of the Library Association and who possesses and uses abilities above the average can reasonably hope to reach £300 a year before she is forty. The number of women earning more than £300 is so small in proportion to the total number employed that no girl entering the profession, however brilliant she may be, should be encouraged to expect that she will attain such a position.

Salaries, however, are not the only, or even necessarily the main consideration in choosing a profession. For the girl who is genuinely interested in books and people, and who does not regard hard and sometimes grinding work as a hardship, few professions will be more attractive than that of librarianship. Though many of the tasks the junior library assistant is called upon to perform are in themselves monotonous their variety makes them easier to bear. The sphere of women is not confined to routine work: zeal and initiative will not be wasted even though high places are never reached. Corporate professional life is fairly well developed and the meetings and publications of the Library Association afford women as well as men opportunities of playing their part in the professional developments of their generation.

THE LITERARY AGENT.

BY

CHRISTINE CAMPBELL THOMSON,

Director of D. C. Benson & Campbell Thomson, Ltd.

To begin with, literary agency is not publishing. It is surprising how many people find it difficult to understand what the work really is. It consists in handling the material of authors, placing it with publishers and editors, collecting and checking accounts, and generally representing the interests of the clients.

The best way to begin work of this kind is to train as a secretary and then try to get a post in an established agency. The work is of a type that can only be learned in the course of experience. The essential knowledge of markets and the best way of handling material can only be acquired with practice.

A literary agent often finds herself placed on the same plane as a doctor or a solicitor—the recipient of very personal confidences. This means that she has got to be absolutely discreet, sympathetic, broadminded and a good and understanding listener.

The qualities which go to make up a successful agent are in essence those which go to make a successful ambassador. It has always seemed to me that any girl who has been a good literary agent for five years is worth securing for the Diplomatic Corps. Tact, patience and an infinite capacity for hard work and endurance, and an unconquerable but not foolish optimism are absolutely necessary.

A very large percentage of the material which comes into an agency has to be returned to the authors without being offered to any editor or publisher because there is not the smallest chance of placing it. But it has to be remembered that in each case this is the brain child of the creator, and personally beloved—the letter of refusal therefore should be as gentle but as firm as possible. Before writing it, imagine that you are an author whose work is being turned down and see how the letter would seem to you as the recipient.

There is one quality essential for success and that cannot be taught anywhere, though it can be cultivated—and that is the sixth sense or flair for “picking a winner.” It may be a book of real literary quality, it may be the most obvious trash with a heart appeal to thousands, of whom the agent herself in her unprofessional moments will never be one—the sixth sense against all reason or judgment will say “This book will sell.” Then, if you have the flair, you go determinedly ahead, certain that though more than one publisher may fail to agree with you, yet in the end you will be proved right. This flair can be developed and cultivated by experience, by deduction and analogy, but it is originally a gift of the gods.

This brings me to another point—development. No agent can know too much. Train in addition to the ordinary work by reading—read anything and everything, store up odd bits of knowledge, follow the newspapers, remember the names of persons famous in their own walk of life, connect a discovery and a man, so that when a client walks in unexpectedly and begins to talk on some subject entirely foreign to your usual day's work, you can listen intelligently. Like royalty, a good agent should be able to discuss any subject for three minutes, even if her share of the discussion is almost entirely limited to appropriate interjections whilst absorbing information.

Languages are an asset to a literary agent since nowadays the market for foreign translations of English books has increased so greatly. A joy in reading must be inborn, and also a pleasure in human nature and in the ability to be of service to other people.

But I can only repeat again, that the greater part of the work can only be learned by practical experience in an office—and I would warn any one to be very chary of starting out on her own. When you have learned the average amount earned by the author of the average novel and remember that the agent works on a basis of ten per cent. commission on that amount, you will appreciate the big turnover or the big capital necessary to carry you through the building up of a business. In nine cases out of ten it is better to stay in a firm with an established clientèle and to rise from secretary to one of the managers to being manager of a department than to go out on the risky sea of individual enterprise. If you do this, you will need superhuman courage, endurance and patience, and a confidence in yourself that can only be justified by previous experience and practical knowledge.

APPOINTMENTS UNDER THE LONDON COUNTY COUNCIL

Women are eligible for certain appointments under the London County Council. These may be summarised as follows:

Education Officers' Department.

In addition to the teaching staff there is a large staff of Inspectors which is organised as follows:—

(i) A Chief Inspector.

(ii) Divisional Inspector (salaries £1,200 rising by £75 annually to £1,500) who inspect and report upon all institutions of higher education, aided or maintained by the Council. Each Divisional Inspector is an expert in some special teaching subject.

(iii) District Inspectors (£700 rising by £25 annually to £800 and then by £50 annually to £1,100), who inspect and report

on the elementary day schools, advise on questions of curriculum, time-table, etc.

The District Inspectors will ultimately be 17 in number. One district inspector reports on the work of evening institutes. Women secretaries at training colleges, £245—£12. 10s.—£320. Assistant women secretaries at training colleges:

Section (a)	£165—£10—£245..
Section (b)	£135—£7. 10s.—£165
Women stocktakers	£165—£12. 10s.—£265 (with special allowance of £35 a year in respect of evening work.)

Women stockkeepers:

Trade schools	£140—£7. 10s.—£170..
Technical institutes.. . . .	£105—£7—£140..

Various inspectors, superintendents, organisers, etc., of special subjects, such as art, domestic subjects, music, physical exercises, infant schools, handicraft, needlework, etc., at salaries ranging from £260—£1,000. There are also positions as matrons and superintendents of residential, special or approved schools and a remand home.

There are in the majority of cases no restrictions as to age or sex of candidates for the appointments. As a general rule, no specific qualifications are required, but high academic qualifications and good experience are essential for the better posts.

In addition to these positions on the regular staff there are certain positions at present held by women, such as Organiser of Education Library Services.

Public Health Department.

Principal Assistant Medical Officer .. .	£950—£50—£1,250..
Assistant Medical Officers .. .	£600—£25—£750..
Matron-in-Chief .. .	£1,050—£50—£1,250..
Principal matrons .. .	£700—£25—£800..
Domestic supervisor .. .	£500—£20—£600..
Organiser of tuberculosis care work ..	£300—£20—£400..
Assistant Superintendents of School Nurses	£270—£12. 10s.—£345 (with uniform).
School Nursing Sisters (with laundry allowance of £10 and uniform) ..	£235—£12. 10s.—£260..
School Nurses (with laundry allowance of £10 and uniform) ..	£170—£12. 10s.—£220..
Domiciliary midwives ..	£200—£12. 10s.—£250 and, after 4 years, —£12. 10s.—£300..

Children's Care Work.

Principal Organiser .. .	£700—£800—£50—£1,050
Principal Assistant Organiser £400—£500..
District Organisers £300—£400..

Divisional Treatment Organisers	£300—£400
Senior Assistant Organisers	£250—£300
Assistant Organisers	£200—£250
Temporary Assistant Organiser	..	66s. 6d. per week	

Inspectors.**Mental Deficiency Acts.**

Senior woman inspector	£300—£12. 10s.—£375
Women inspectors	£230—£10—£250—£12. 10s.—£300		

Public Control Department.

Inspectors: Massage Establishments, £240—£15—£360.

Shop Acts, Section (A) £230—£15—£305.

Section (B) £180—£12. 10s.—£230.

Employment Agencies £200—£12. 10s.—£350.

Department of the Clerk of the Council.**Unclassified Assistant for Historical**

Research	£400—£20—£500.
Assistant (Research Work)	£235—£15—£325.
Senior Indexer	£280—£15—£340.
Indexers	£240—£10—£290.

Solicitor's Department.

Law Clerks—Class I.	£420—£20—£500.
Class II.—Section (a)	£260—£15—£305—£10—			
		£325.		
(b)	58s.—4s.—90s.—5s.—			
	100s. a week.			

Supplies Department . (Office and clerical staff).

Grade A. £420—£20—£500.

Grade B. 145s.—5s.—170s. a week.

Grade C. 120s.—5s.—145s. a week.

Grade D. Section (1) .. 80s.—4s.—100s. a week.

Section (2) .. 28s.—4s.—76s. a week.

Valuation, Estates and Housing Department.

Inquiry officers—80s.—5s.—110s., and then, subject to special recommendation—5s.—140s. a week.

Administrative, clerical and typewriting staff.

Major Establishment (Administrative and higher clerical duties:)—

First class (a) assistants .. £380—£20—£500.

First class (b) assistants .. £160—£15—£280, thence by £20 to £360.

General Grade (clerical work)**Women:**

(a)	76s.—4s.—100s. a week.
(b)	28s.—4s.—76s. a week.

Women tracers—

Class (a) 70s.—4s.—86s.
(b) 50s.—4s.—70s.

Women Typists.

Superintendent of typists .. £430—£25—£680.

Senior Assistant Superintendent of typists, £280—£15—£400

Assistant Superintendent of typists, £280—£15—£355.

Supervisors .. £230—£10—£290.

Shorthand typists, 48s.—4s.—76s. a week with a minimum of 60s. a week at the age of 21 years or over.

Copying typists, 38s.—3s.—62s. a week with a minimum of 50s. a week at 21 years or over.

Women clerks in the General Grade are paid at rates varying from 28s. to 100s. weekly.

A good deal of clerical work in the different departments is also done by women. Typists in the service of the Council are paid at the following rates:—

Supervisors £230—£290 a year.

Shorthand typists 48s. to 76s. a week.

Copying typists 38s. to 62s. a week.

Appointments under the L.C.C. are advertised in the press and in the L.C.C. "Gazette."

Particulars of positions open to women at hospitals and institutions formerly under Metropolitan Asylums Board and Board of Guardians but now transferred to Council.

Almoners £250—£20—£350.

Assistant almoners £200—£12. 10s.—£250.

Temporary assistant almoners .. 70s. a week.

Almoner's clerks 40s.—4s.—76s. a week.

Clerical assistants—

Senior clerks 76s.—4s.—100s. a week.

Clerks 28s.—4s.—76s. a week.

Dispensers—

Pharmacist scale A £400—£20—£500.

B £325—£12. 10s.—£375.

C £250—£10—£300.

Pharmacist acting as assistant to another pharmacist.. £225—£10—£275.

Assistant dispenser (unregistered) £175—£10—£225.

Domestic staff (various grades)—Particulars may be obtained from the L.C.C.

Medical staff—

Medical superintendents at hospitals. Scales of salary varying from £900—£1,150—£1,300—£1,650, according to number of beds.

Deputy medical superintendents—

Grade I.	£650—£50—£800.
Grade II.	£600—£30—£750.

Senior assistant medical officers—

Grade I.	£550—£25—£650.
Grade II.	£500—£25—£600.
Assistant Medical Officers	£350—£25—£425.

Nursing staff in hospitals, etc. (other than mental hospitals)

Particulars may be obtained from the L.C.C.

District relieving officers—£320—£10—

£330—£15—£450 a year.

Assistant relieving officers

£230—£10—£300 a year.

Relief clerks

30s.—4s.—86s. a week.

MARKET GARDENING

(see AGRICULTURE & HORTICULTURE)

THE MASSAGE PROFESSION.

BY

E. M. PROSSER, C.S.M.M.G.,

Sister-in-Charge of the Massage Department, Middlesex Hospital.

The Chartered Society of Massage and Medical Gymnastics has its headquarters at Tavistock House (North), Tavistock Square, W.C.1. This Society grants Certificates in Massage and Medical Gymnastics (the Conjoint Certificate) and in Medical Electricity and Light Therapy; the training for the latter has recently become a conjoint training. Other certificates which can be worked for are Medical Hydrotherapy and the Teacher's Diplomas for Massage and Medical Gymnastics and for Medical Electro-Therapy. It is obvious then that there is plenty of scope here for girls wishing to take up a professional career.

It is an interesting and varied life, being composed of both theoretical and practical work and offering, as it does, opportunities for making contacts with almost every type of patient. There is much humour mixed with pathos in a busy hospital department; it is an education in itself to witness the way in which patients, with unfailing cheerfulness, surmount their own human difficulties. It is the opinion of the writer that, unless one has sympathy and a ready understanding to help the less fortunate on the way, one would be better advised to take up some other form of occupation. If, however, there is a certain

amount of common humanity in one's make-up, there is no profession which offers greater satisfaction than this one of the healing hands.

Training.

This is long and arduous and the examinations are stiff, so it behoves candidates to work hard "from the word go." If they do this they will find ample time for relaxation and recreation during the months of training, and will gain the final certificates without too much effort; if, however, they take things too easily at first they will find it "hard going" later on, and the final results will be unsatisfactory. Strict discipline is maintained in all schools and unless a girl is prepared to observe this she will not have such a happy time as her more amenable colleagues.

Length of Conjoint Training.

The conjoint training for massage and medical gymnastics extends over 78 weeks, six weeks being allowed for holidays, leaving 72 weeks for the actual training. In most schools, however, a rather longer period is taken, the candidates entering six or eight weeks early in order to allow for a certain amount of sick leave, which is almost inevitable during the winter months. The holidays are allocated thus: a week or ten days at Easter and Christmas and three weeks in the summer. The sets enter the school the first week in April and October for the November and June exams. respectively; it will be seen, therefore, that the April set will get two summer holidays and the October set two Easter and Christmas, thus equalising the time. These times, though usual, vary, of course, with the different schools. The hours of work are from 9 a.m. to 4-30 p.m., and during training the students get one free afternoon a week in which to enjoy themselves and a long week end once a month; these hours also vary with the different schools. Students are also encouraged to indulge in swimming, tennis, hockey, net ball or any other form of activity; they form their own club, choose their own secretary and make their own fixtures, challenging other schools or other departments in their own hospital during the different seasons; in this way they keep well and happy, and are enabled to make personal contacts with students from other schools.

Fees.

The usual fee for conjoint training is £45 or £50; examination fees £6. 6s. 0d.

Length of Electric Therapy Training.

This training extends over a period of eight months; two or three weeks are allowed for holidays.

Fees: £12. 12s. 0d.

Examination fees: £7. 17s. 6d.

Concurrent Training.

In some schools the two trainings are run concurrently; the time then devoted to the work is two years and two months.

Length of Hydro -Therapy Training.

There are only two schools which undertake this training, viz., The Cardiff Royal Infirmary and The Red Cross Clinic, Peto Place, London. The length of training is four months.

Fees: £5. 5s. 0d.

Examination fees: £4. 4s. 0d.

Training for the Teacher's Diploma of Massage and Medical Gymnastics.

The student wishing to take up this training must show evidence that at least two years have elapsed since she took the conjoint training, that she has had a certain amount of experience during that time, that she is enrolled on the Chartered Society's Register, and that she is at least 23 years of age. The length of training is 12 months, but in many cases student teachers prefer to take 15 or even 18 months over the course; she can, if she wishes, take part one, Anatomy and Psychology, after the first twelve months, and part two, Theory and Practical Teaching, three or six months later. During her training she may be resident or non-resident, and receives a salary in accordance with the Chartered Society's scale in return for the services rendered to the school. When she has attained her diploma she is at the top of the tree and the best posts are open to her. There is, at the moment, a great scarcity of qualified teachers available, and this fact alone makes it worth while for the enthusiastic student to gain this diploma.

Examination Fees: £5. 5s. 0d.

Training for the Teacher's Diploma of Electro -Therapy.

Alternatively a student might be more interested in this diploma than the former; she must show the same evidence as before. The length of training is at least 12 months.

Examination Fees: £5. 5s. 0d.

In the event of a teacher holding one of the above diplomas and wishing to take the other she will not be required to take Part One again.

When a teacher has held her certificate for three years she is eligible for election to the panel of examiners, providing she has been actively engaged in teaching during that period.

Prospects for Principals of Training Schools.

A student holding one or both of the teacher's diplomas is eligible to take a post as head of a training school, providing she can show evidence of sufficient practical experience. This post

entails both teaching and administrative work, and is one of great responsibility. Some of the London training schools demand that the principal shall also be a trained nurse. The usual salary paid for the post is £350 or £400 per annum with superannuation and the usual emoluments of lunch, tea, uniform allowance and laundry.

Choice of Training Schools.

There are many training schools both in London and the Provinces; some of them advertise in this book. A complete list can be procured on application to the Chartered Society.

Qualifications of Entry.

Prospective candidates must be at least 18½ years of age when starting training. They must hold the School Leaving Certificate or its equivalent, and must be certified as physically fit by a registered medical practitioner.

Enrolment on Register of Medical Auxiliaries.

On the completion of training students are enrolled on this register; in this way their names, together with their qualifications are brought to the notice of members of the medical profession, from whom they will receive work in their future careers.

Prospects of Work.

There are several fields open to the student when qualified.

(a) She can take a post as assistant in a Hospital department, and this she would be well advised to do in order to gain experience.

(b) She can embark on a private practice; this would not be so good, as, without experience, she is not so likely to make a success of it; moreover, it entails considerable expense, a well-fitted treatment room and possibly a car being essential.

(c) She can take the hydro-therapy examination, and so equip herself for work in one of the spas.

(d) She can take up orthopædic or general nursing; this, however, is not much in favour as it entails another long training; it is unquestionably a good thing for her to do, especially if the higher post of Principal of a school is her ultimate objective.

The student who is willing to go North, South, East or West to gain experience will find little difficulty in obtaining a post. The girl, however, who will only work in London or some other specialized district, will find much greater difficulty, and may have to wait some considerable time before work comes her way. One cannot stress too emphatically that experience must be gained in any walk of life before one can pick and choose.

The salaries gained in all posts advertised by the Chartered Society are in accordance with its scale.

Mothers are sometimes rather worried about the interval between leaving school at 17 and starting training at 18½. It might be possible to fill in the interval in a children's, and even very occasionally in an orthopædic hospital; this gives the girl an insight into nursing, which will prove of great value to her in her future. Alternatively she might take a course of home nursing or Red Cross work.

In conclusion, I would like to say how much is being done by the Chartered Society to keep members in touch with each other and with headquarters. Branches have been formed throughout the country, which help to bring members together for discussion. Lectures and Meetings are arranged by the Branch Secretaries at frequent intervals. All members, especially those residing in the country places, would do well to join the nearest branch, particulars of which they can get from Headquarters.

THE SCHOOL MATRON.

CONTRIBUTED BY ROEDEAN SCHOOL.

The work of a Matron varies considerably according to the number of children in a school and the arrangement of its houses, and the best preparation for this career is to take the course for Matron-Housekeepers in a Domestic Science College. This course includes training in household management, catering, some knowledge of dietetics, stores, mending and care of linen, laundry, nursing and first aid treatment.

The more usual duties assigned to the Matron are the health and personal cleanliness of the younger children, the care of their clothes and of the linen, the supervision of the laundry, packing and unpacking. Sometimes, also, she is in charge of the dormitory maids and, should the post be that of combined Matron-Housekeeper, she will be responsible for the catering, stores and household accounts and for engaging and supervising the entire domestic staff. She may also be required to do escort duties, either to take the children shopping or to do it for them, possibly to supervise their mending and, in the case of juniors, be with them sometimes during their play and rest time. In boys' schools the Housemaster's wife usually takes some share of the duties, mostly in the housekeeping department, so that the Matron would be responsible for all the rest of the management, but this, again, is a matter of arrangement in the different houses.

Before taking a post as Matron in sole charge, it is wise to gain practical experience of the work as assistant, working under

a Matron of some years' standing. The part of the work allotted to an Assistant Matron is usually to act, more or less, as a children's nurse to the younger ones, assisting and training them to look after themselves, supervising the dormitories, mending linen, shopping, escorting the children and sometimes looking after them during their free time.

As a rule, it is expected of the Matron to nurse, in the house, only minor ailments and to give first aid treatment for small accidents. Most schools have either a sanatorium with a fully trained staff to deal with all serious cases and infectious illnesses, or the sanatorium is opened up when the need arises and a nurse engaged. It might, however, be necessary for the Matron to undertake more during an epidemic.

Apart from all this routine a very great share of the Matron's time is taken up in doing countless small things that turn up, either for the children or in the house. It is essential that those under her care should feel that there is someone available to whom they can go and who will always be ready at any time to listen to them with sympathy, whether the matter is really important or not.

The girl who chooses this career must be fond of and interested in children, possess infinite patience, be adaptable and a good disciplinarian; she must be ready to accept responsibility and to make a decision in an emergency. The Matron should be prepared at all times to give attention to any call that may be made on her during the day or night. The career is a most interesting one and provides the stimulus which comes from doing work of real importance in the development of character. The life affords ample opportunities for those who have a genuine desire to help in the training of children; a good Matron can, by kindness and understanding, add greatly to the happiness of the individual, particularly in helping him to adjust himself to the circumstances of life at school.

The recognised off-duty time is two hours daily, with a free-afternoon and evening once a week. Holidays are usually good, but, of course, shorter than the school holidays, as part of the time must be given to supervising the cleaning and seeing to repairs and replacements. The Matron has also the opportunity of taking a share in all the school activities, so that the life can be both full and varied.

Salaries offered for Assistants are about £40 to £60 a year to begin with, and for those with good experience, up to £150 to £200.

MEDICINE.

BY

LOUIE M. BROOKS, O.B.E.

The practice of healing is probably as old as sentient man, and in the early history of the world, when man was fighting his way up to a position of domination over the alien forces of nature, the function of woman was that of protector of the child, his source of sustenance, comfort and continued existence. Through the ages women have carried the burden of medical practice, and in primitive races to-day they are the healers, the bone-setters, and the midwives. There are many traditions connected with medical women in the distant past. One is that among the Sumerians, from whom Abraham had origin, women were considered honourable healers. Another, that Asoka, who introduced the Buddhist religion into India, had a system of hospitals and taught the young of both sexes to treat the sick. A third, that a thousand years before Christ, Chinese women were midwives, surgeons and gatherers of herbs. A recent book by Dr. Kate C. Hurd-Mead, deals exhaustively with the progress of medicine and woman's share in it, and "Elizabeth Garret Anderson," by Louisa Garret Anderson (published 1939), gives the full story of the entry of women into medicine in the 19th century.

Course of Study.

1. The first step is to pass the matriculation examination of the University to which admission is desired, or the School Certificate Examination in the required subjects, or such other examination as may be accepted. Particulars can be obtained on application to the Registrar of the Examination Board of the University in question.

2. *The Pre-Medical or First Medical Course* is generally pursued at a Secondary School, so that the student should know by the age of 16 whether she wishes to consider studying medicine at a later stage. The course includes the study of Biology, Chemistry and Physics, and is a valuable part of general knowledge apart from any advanced training for a profession. Such matters as the study of the inception and development of life, the properties of air, water and food, the applications of electricity, sound waves and heat, are among the first principles of existence.

Many of the Secondary Schools do not carry these subjects up to the standard required for the Pre-Medical Examination or the First Medical Examination, or alternatively, the Higher School Certificate, and women students must therefore proceed for a year's course in Elementary Science to one of the Universities, or University Colleges, or to a Polytechnic, or Institute for advanced education. A would-be student should obtain

information about entrance and course of study either from the University or Medical School which she wishes to enter, or from her local Polytechnic or Institute. Courses invariably begin in October of each year, and application for admission must be made in the case of University or Medical School, some nine months before entry.

3. *The First Medical* (in the University of London it is called "Second") Course is pursued at a Medical School and occupies eighteen months or two years. It includes the study of theoretical and practical Anatomy, Physiology, Histology, Bio-Chemistry and Pharmacology. The study of Anatomy includes the dissection of the cadaver; the material is provided through a Department of State, and the use of it guarded by regulations made by the Anatomical Committee of the Home Office. The other subjects mentioned require many hours of practical work in the laboratory, and diligent reading. A great deal of demonstration work is given by the University staff.

During these years the design and form of the human body, its functions, its muscular and nervous systems and reactions, its chemical changes and physical processes are noted, without reference to the idiosyncracies of the individual. It is the body in health.

Admission to a Medical School must be sought at least nine months before entry is desired. After the application is made an interview with the Authorities is generally necessary, and in some instances a competitive examination is arranged to fill the vacancies at a particular school.

4. *The Clinical Course* occupies three years, and must be pursued at a Medical School connected with a "Teaching Hospital" recognised by the University or Examining Body, whose degree or diploma the student is seeking. The wards and out-patient departments of the Hospital furnish the experience for the acquisition of medical knowledge. The student works under the medical staff and observes the body suffering from disease. The course includes Pathology, Hygiene, Forensic Medicine, Medicine, Surgery, Obstetrics and Gynæcology. Medical clerkships and surgical dresserships are held in the various departments in turn, and lectures and demonstrations must be attended in all the subjects of the course. Everything of which the student is mentally and morally capable is required of her, and her success as a practitioner depends upon the intelligence, care and acumen she brings to the work. Time must be spent in acquiring the knowledge and experience of those who, through the ages, have preceded her in the art and science of medicine. Modern medical research is opening up new fields, and these must at least be envisaged. The subject of Public Health arising out of the great aggregations of people in confined places such as cities, the necessity for the well-being of the

industrial worker, the essential position of the mother and child, the need for conserving beauty and cleanliness, and the care of the weak, the old and the sick, are all of primary importance. A social sense must be developed which looks beyond the individual to the community.

There is no short cut to a medical qualification and before a student can present herself for the Final Examination, certificates must be obtained showing that she has pursued every part of the course of study required by the Medical School and prescribed by the Examining Body.

Registration.

No one in this country can write a prescription or sign a death certificate until she is on the Register of Medical Practitioners compiled by the State, so that the first thing after passing the Final Examination is to communicate with the Registrar of the General Medical Council, 44, Hallam Street, London, W.1 (there are branches in other capital cities) and on payment of £5 to become a registered practitioner.

Training.

The Universities of the United Kingdom have without exception a Faculty of Medicine to which women are admitted. Particulars as to entry, fees and courses can be obtained from the Registrar of each University.

The University of London has thirteen Teaching Schools for undergraduate studies in the Faculty of Medicine to four of which women are admitted:

1. London (Royal Free Hospital) School of Medicine for Women, Hunter Street, Brunswick Square, W.C.1., provides instruction for the complete course, including pre-medical studies and for an entry of about seventy women each year.

2. and 3. Medical Schools of University College, Gower Street, and King's College, Strand. Provide instruction for the complete course. Limit the entry to clinical studies to a specified number of women students each year.

4. Medical School of the West London Hospital, Hammersmith, W.6. Provides instruction for clinical studies only. Limits the entry (women students are given the preference) to 24 students each year.

At these Medical Schools women can read for the Medical Degrees of the University of London; for the Diplomas of the Royal College of Physicians (London) and the Royal College of Surgeons (England); for the Licence of the Society of Apothecaries; and they can obtain the required certificates for the clinical course in order to sit for the Final Examinations for the medical degrees of the Universities of Oxford and Cambridge.

In special cases the certificates of study admit to the Final Examinations of certain other Bodies.

The Universities of Oxford and Cambridge are mainly for resident students, only a few "home students" being admitted. Women wishing to study medicine at one of these Universities must apply for admission to one of the Women's Colleges. The course will be carried up to the First Medical Examination, and students will then have to arrange to enter a Medical School associated with a Teaching Hospital in London or in a Provincial City in which is a University, for the clinical course.

The Provincial, Scotch, Welsh and Northern Irish Universities admit women to the full medical course, including pre-medical, first medical, and clinical studies.

Particulars can be obtained from the Secretary of the Medical School of the University, or, in London, from the Medical School in question, to which the student seeks admission.

Scholarships and Grants in aid of training.

Valuable Scholarships are available to assist suitable women in need of financial help. Most of the Universities and University Colleges offer a number of Scholarships and Bursaries annually. There is considerable competition, a personal interview with candidates is required, and an assurance that sufficient means are forthcoming from personal or public sources to complete the full course.

The London (Royal Free Hospital) School of Medicine for Women offers Scholarships of the value of over £1,400 annually.

Particulars are given in detail in the prospectus of each Institution.

The County Councils throughout the country offer Scholarships of considerable value. Particulars can be obtained from the Education Officers of the County.

Various Trust Funds and Loan Societies exist which make Grants or Loans, usually of comparatively small sums of money for medical training. Particulars can be obtained through the Students' Careers Association, 54, Russell Square.

Postgraduate Education.

The Medical Schools throughout the country offer special courses from time to time to qualified practitioners. Particulars can be obtained from the Institutions.

The British Postgraduate Medical School, Ducane Road, Hammersmith, W.12, is maintained by the University of London and the London County Council, to provide refresher courses for practitioners, and to give opportunities for research or intensive study in special subjects.

There are several great hospitals in London for Special Diseases to which postgraduate students are admitted. A list

of these hospitals can be obtained from the Registrar of the University of London, Bloomsbury, W.C.1, and particulars of the courses from the Institutions concerned.

Expenses of Medical Training.

The five to six years of study necessitate financial resources sufficient to enable the student to live and to pay all educational charges. Holidays, clothes, travelling, and other petty expenses cannot be overlooked, but they are excluded from the amounts now quoted.

If a student lives at home, a sum of not less than £100 a year is necessary to cover professional expenses.

If residence away from home has to be arranged, another £150 per annum is required.

Slight divergencies from these figures occur according to the University chosen, but a minimum sum of £250 per annum, to include University residence, is a safe estimate.

Postgraduate Experience and Practice.

A large field of possible experience opens up to the new graduate.

A Resident Appointment in the Student's own Hospital is greatly to be desired, especially if this is followed by one or two appointments in special Hospitals, and if possible by one Senior Resident appointment in a large General Hospital where a great deal of responsibility rests upon the Senior Medical Officer. All these posts provide residence, and a small salary.

Clinical assistantships in Teaching Hospitals furnish excellent experience, but are unpaid. The higher posts of Registrar, or Assistant in Special Departments, in the Hospitals are generally paid posts.

If the medical woman with such experience seeks to enter general practice she would be well qualified to do so, and may either become an assistant in an established practice, buy a practice, or put up her plate in a suitable locality, call on the various local practitioners, and wait for practice to come.

There are numerous part-time appointments carrying salaries, under various Authorities, for which she can offer her services and so carry on until the practice comes which will require her full time and energy.

Consulting practice demands specialization in some branch of knowledge of such an advanced and exact character that other practitioners will send patients to her for consultation and treatment. To gain this special knowledge and to be constantly adding to it, an appointment in a hospital with charge of out-patient departments and beds is practically essential.

National Health Insurance has brought the whole industrial community into direct contact with medical practice, and many practitioners are almost wholly engaged in work of this nature.

The Public Services require a large number of medical women for work falling under many types of employment. The State Departments such as the Ministry of Health, Board of Education, Ministry of Labour and Home Office require women with special knowledge according to the work to be done. Local Authorities employ many medical women as Medical Officers of Health, in the School Medical Service, in Maternity and Child Welfare and as Inspectors of groups of patients, or workers. All appointments are suitably remunerated.

Public Dispensaries, Poor Law Institutions, and Special Hospitals offer appointments with adequate emoluments.

Appointments abroad are held in increasing numbers. The posts in the Colonial Medical Service are well paid and pensionable, and particulars of appointments are obtained from the Chief Medical Officer, Colonial Office, London, S.W.1.

The Women's Medical Service for India (Countess of Dufferin's Fund) has a cadre of over fifty members. The posts are well paid and a provident fund is attached to the Service. Appointments for European members are advertised through the office of the High Commissioner for India, India House, W.C.2.

Medical Missions offer great scope to a large number of qualified women. The emoluments are sufficient to maintain the worker, and as a rule the Missionary Societies have provident funds and adequate arrangements for sickness and leave.

Teaching and Medical Research attract highly qualified and specially suitable medical women. These appointments are of great importance and offer wide scope, and are generally well paid.

It will be seen that a woman who seeks to enter the medical profession has before her a highly organised career. For the safety of the public the training is definitely prescribed. There are many traditions connected with this ancient profession, such as the confidential relationship between the doctor and patient, which must be observed. Nothing can be admitted as of sufficient importance to stand between the doctor and an urgent call for medical service from a member of the community. The toll of the roads has laid a new strain upon the medical profession from which there is no escape.

The medical practitioner is required to maintain a high standard of personal conduct. If she deviates from it to the injury of her patients, she is liable to be struck off the Register.

The rewards in material prosperity are not higher than in other professions, but she who enters upon medical practice as upon a vocation has before her unlimited scope for useful, devoted and satisfying service.

Mental Health.

SOCIAL WORK IN MENTAL HEALTH.

BY

JANET JACKSON,

Assistant Tutor in Mental Health, London School of Economics and Political Science.

With the advance made in psychological and psychiatric knowledge in the last fifty years, and especially since the war, social work in the mental health field has become a specialised profession. Since, in the consideration of personal problems, social, economic and psychological factors have to be taken into account, those who undertake to give help when such problems arise must be trained in the understanding of each of these aspects. It is the function of psychiatric social workers to help those experiencing personal difficulties, and it is the object of their training to fit them to do so.

Psychiatric social workers are employed chiefly in Child Guidance Clinics, Mental Hospitals and Observation Wards, although in other branches of social work—for example, in work with mental defectives, in probation, in dealing with children in institutions—insight into the psychological implications of behaviour is a great advantage.

Social Work in the Field of Child Guidance.

The Child Guidance movement is gradually gaining ground in this country; clinics have been established in many provincial towns as well as in London, supported in some cases voluntarily, in others by local education authorities, and sometimes as departments of general hospitals. To them are referred children who, by their personality or behaviour, are causing anxiety and difficulty. For example, the little child who has severe outbursts of temper, the boy who is playing truant from school, the older girl who is found to be taking trinkets from the local Woolworth's, the adolescent who is solitary or unhappy in his work, these and a host of other 'problem children' may be sent to the clinic. The method of child guidance is to ascertain in what environment, material and emotional; the difficulties are occurring in the case of the child in question. To this end the psychiatric social worker gets into touch with the children's parents and often with his teacher and other adults concerned, to hear their account of the trouble, and also to learn about the child's development and experience and the setting from which he comes. The clinic psychiatrist (who is a doctor), and the clinic psychologist see the child himself, and by examining him physically, testing his intelligence and forming an estimate of his personality, they can judge what factors in his make-up are contributing to the problem. For example, if the child is found

not to be having enough sleep, inattention and restlessness in school may be partially explained; if the child is of lower intelligence than the average he may feel at a disadvantage and by temper or sulks or spiteful behaviour try to 'get his own back.' Often it is found that the parents' handling of the child is adding to or even causing the difficulty—they may show an open preference for another child, or one of them may be indulgent while the other is strict, leaving the youngster in a quandary between the two kinds of discipline.

It is not enough, however, to be able to explain why the child is behaving in the way which has led him to be sent to the clinic. An effort is made to help both parents and child to an adjustment so that the trouble does not arise again. In most cases the treatment of the child is in the hands of the psychiatrist who uses a method appropriate to the child's age and needs. The psychologist may give him special coaching if there is some educational stumbling block, and if he is unsociable he may be invited to join a play group where he may overcome his hesitation in taking part in activities with other children.

The psychiatric social worker's contribution to the treatment is, one might say, to see that the wind is tempered to the shorn lamb. She may co-operate with the school teacher in devising some plan to stimulate the child's interest if it has been flagging, or to help him to feel he is wanted, if he has been suffering from a sense of being unloved. She will probably, also, keep in touch with the child's home, and may see the mother frequently and regularly. By talking over the situation, the mother may come to recognise her influence on the child, and make efforts to exercise that influence wisely. In less direct ways, for example—by giving expression to her worries or fears—the mother may gain perspective and be able to shoulder the responsibilities of the household more calmly and so more capably, to the benefit of her family as a whole. In some instances, too, at the social worker's instigation, the day's régime is altered, or new facilities for play are suggested.

Thus in Child Guidance, the psychiatric social worker's rôle is a comprehensive and valuable one.

Mental Health Work in the Adult Field.

The work of the psychiatric social worker in a hospital or observation ward for adult patients suffering from mental or nervous illness has roughly the same two aspects as that in Child Guidance, namely, the collection of information by which the illness can be illuminated, and co-operation with the psychiatrist towards the patient's readjustment.

By getting into touch with relatives and others who have known the patient, the social worker builds up a picture of his personality and development, and the environmental influences to which he has been subject throughout his life. On the basis of

this 'social history,' taken in conjunction with the patient's own account of himself, which the psychiatrist has obtained, the latter is able to arrive at a diagnosis, to plan treatment and to give some opinion on the duration and outcome of the illness.

The direct treatment of the patient, either within the hospital or as an out-patient, is carried through by a psychiatrist, who may, however, enlist the efforts of the social worker in helping an out-patient during the treatment, to find more congenial work, leisure time activities or lodgings, for example. She may also continue contact with the patient's relatives, interpreting the course of treatment to them, helping them to understand the nature of the illness, so that their attitude may not be one of shame or impatience, but of tolerance which will facilitate the patient's return to stability and a happy adjustment in everyday life.

The patient himself, if he has spent some time in hospital, may, on discharge, need the social worker's guidance in matters such as employment, recreation, or training. He may need something less tangible in the form of her support in facing again the complications of ordinary life, and her encouragement when confronted with the difficulties which are almost inevitable in this period of re-adjustment. Such after-care may be necessary for quite long periods, and it is much worth while both practically and in terms of the patient's sense of well-being.

Mental Health Training in Other Branches of Social Work.

In work with mental defectives, the training of the psychiatric social worker may add to her understanding of what is involved in such a defect, what may be expected of one who is of low intellectual endowment, and what corollary in his emotional life and personality this defect may imply. The desirability of such training for workers entering the mental deficiency field has recently been recognised by the Association of Mental Health Workers.

In probation work with adolescents or adults their delinquencies can be seen as reactions that do not fit in with social demands—a point of view which leads to a constructive line of treatment in the form of re-education. The psychiatric social worker's training helps her to deal not only with delinquencies such as breaking-in and stealing, but also with sex-misdemeanours. Through it she gains a knowledge of the difficulties experienced by most adolescents in controlling their growing sexual urges, and this knowledge gives her the necessary insight when such control breaks down. In general social work with people in low economic or other adverse circumstances, the psychiatric social worker, perceiving how the client may feel about his poverty, unemployment or failure, may be enabled by her training to interpret his behaviour and to give help more sensitively in consequence.

Training for Mental Health Work.

By what means is the psychiatric social worker equipped to undertake her work? At present training is available only at the London School of Economics in a 10-months' course. Students, aged over twenty-two and preferably somewhat older, must have a Social Science certificate or its equivalent. Experience in general social work in addition to that under supervision during training, is a further recommendation.

During the training, courses of lectures in physiology, psychology, psychiatry, mental hygiene and social case work are held, individual coaching is arranged and students write papers and present them in discussion classes. Three days a week are spent in practical training under supervision, each student spending half her time in Child Guidance work and half in work in the adult field. There are short periods spent in an observation ward and in becoming acquainted with the facilities for the training and care of mental defectives. A month's period of specialisation in child guidance, adult work, or mental deficiency, can be arranged in London or in a provincial centre.

By this combination of theoretical and practical work students are given the opportunity of developing an understanding of psychological mechanisms, and skill in dealing with people, in a wide variety of circumstances.

From a description of the work it will be seen that it demands a great deal of the person who undertakes it, especially that she shall have achieved for herself a good measure of maturity and balance.

General Conditions in Mental Health Work.

There is an active professional body, the Association of Psychiatric Social Workers, which holds meetings to deal with all aspects of the work, and which runs an appointments committee.

Salaries.

The standards of salary advocated by the Association are from £275 rising to £350 per annum, and for senior posts, carrying administrative responsibility, rising to £450 p.a. These salaries are becoming generally accepted. Certain posts in mental hospitals and observation wards carry a salary of £235, rising to £310. These, however, and a good proportion of the other posts, are pensionable.

There is in most cases one month's holiday, excluding Bank Holidays.

At present there are more openings for women than for men, but the training is open to both. Men who have qualified have entered the Borstal or Probation Services, and general social work.

Scholarships.

The generosity of the Commonwealth Fund of America has made it possible to offer a limited number of scholarships to men and women for the Mental Health Course. They are of varying value, according to need, the maximum being £200, from which fees must be deducted. Candidates for these must be over 22 and under 35, and preference is given to those with experience in social work. They are awarded in the spring of each year, for the following session.

Qualifications.

Social Science Certificate or a degree in similar subjects, and a year's training in practical social work.

Minimum Age 22, preferably over 24.

Length of Training 10 months.

Cost of Training £31. 10s. 0d.

Any further information about the work or the training may be obtained from the Tutor, Mental Health Course, London School of Economics, Houghton Street, Aldwych, London, W.C.2., or from the Hon. Secretary, Association of Psychiatric Social Workers, 49, Denison House, Vauxhall Bridge Road, London, S.W.1.

MENTAL NURSING - - - - - (see NURSING)

MENTALLY DEFECTIVES - - - - - (see TEACHING)

MENTAL WELFARE WORK AS A CAREER.

BY

APHRA L. HARGROVE,

Editor and Librarian Central Association for Mental Welfare

Mental Welfare workers are divided—for the purpose of this article—into two main groups: (a) those who are engaged in social work connected with the administration of the Mental Deficiency Act and with the care of defectives and sub-normal children and adults living in the community; and (b) those who teach and train defectives in Institutions, Occupation Centres or in their own homes. There is another important Group, viz., "Psychiatric Social Workers" holding the Certificate of the Mental Health Course of the London School of Economics and working in Child Guidance Clinics, Mental Treatment Clinics and Mental Hospitals, but these—owing to consideration of space—cannot be dealt with here. Nor can the teaching of feeble-minded children in Special Schools—although, from one point of view, also coming within the category of "mental welfare work"—be included.

(a) Social Work for Defectives.

Workers in this branch of Mental Welfare work are mainly

engaged in the visiting and care of defectives and subnormal adults and children living in their homes and needing supervision and facilities for training and occupation; in the boarding out and supervision of defectives placed in foster homes under Guardianship or On Licence from Certified Institutions, and in the After-Care of defective children leaving Special Schools or ordinary Elementary Schools. They may also be required to find vacancies in Institutions and to escort patients thither, and to supply reports on the home conditions of defectives in such Institutions in connection with applications for Licence or with the renewal of "Orders." In addition to this work under the Mental Deficiency Acts, Secretaries of Mental Welfare Associations are frequently called upon to give help and advice in cases of individuals who are mentally unbalanced or maladjusted, and in some areas—where specially trained Psychiatric Social Workers are not yet employed—they visit patients attending Mental Treatment Clinics and report to the psychiatrist on home conditions; they may also be asked by the Medical Superintendent of the local Mental Hospital to visit the homes of patients about to be sent out On Licence. A worker who is employed directly by a Mental Deficiency Act Committee of a County Council or a County Borough Council in the capacity of "Mental Deficiency" or "Enquiry" Officer (the exact term varies), devotes the majority of her time to Statutory cases and is usually responsible for the detailed work connected with the presentation of "Petitions" for the purpose of sending defectives to Institutions.

Qualifications.

Women wishing to take up this branch of work should not, as a rule, be younger than 25, since to deal effectively with the very difficult problems which it so often involves, requires an experience of life and a maturity of attitude not usually found in the newly-fledged social worker. They should be strong physically, as the work is strenuous and exacting and—particularly in county areas—frequently entails long hours "on the road," so that ability to drive a car (or a readiness to learn to drive one) is another qualification which, for these county posts, is almost essential. In addition to a Social Science training, with subsequent experience in social work, including a familiarity with secretarial routine, some specialised technical training is also needed. Most important of all, perhaps, is the existence of a real desire to work for defectives and other mentally "lame dogs," for the mental welfare worker is a member of a very small professional group and frequently finds herself in an isolated position in which she is thrown on her own resources. It is hardly necessary to add that a healthy *mind* as well as a healthy body is of paramount importance in this work; a morbid interest in the "abnormal" is the last quality that will make for success.

Training.

Ideally, the best training for any form of Mental Welfare Work in its social and administrative branches, is undoubtedly that provided by the Mental Health Course at the London School of Economics which, though designed primarily as a preparation for Psychiatric Social Work, gives facilities for specialisation in mental deficiency. A certain number of scholarships are awarded, but for ordinary students the fee is 30 guineas and it is not easy for older women to spare the time and money involved. To meet the needs of these workers, the Central Association for Mental Welfare provides individual training in its own offices, supplemented by experience in the office of a local Mental Welfare Association. For this, candidates (not more than two are accepted at a time) are carefully chosen and preference is given to those with a Social Science Certificate and some experience in general social work. The length of the training varies according to individual needs; it may last six months or it may be found that, after a considerably shorter period, the student is ready to take a junior post as Assistant Secretary or Visitor on the staff of a Voluntary Association or as an Assistant Enquiry Officer in the offices of a Local Authority. A nominal fee of £2. 2s. is charged for this training, which may begin at the commencement of any term. The C.A.M.W. also holds an intensive Three Weeks' Course for Enquiry Officers and other workers in London every July. The fee for this Course is £18. 15s. resident, or £6. 5s. non-resident. It is not intended, however, to be anything more than a supplement to other training and is attended chiefly by those already in posts.

Salaries.

The salaries attached to Mental Welfare posts are gradually increasing. Secretaries of Associations in county or large urban areas receive from £250 to £300 (in a few cases the maximum reaches £400); Assistant Secretaries in similar posts receive from £180 to £200. In small urban areas salaries may be some £10 or £20 lower and those of "Visitors" whose responsibility is limited, are also lower. Salaries of Enquiry or Mental Deficiency Officers employed by Local Authorities vary, but range roughly, in the case of women, from £200 to £300. These posts are pensionable under the Local Government Officers' Superannuation Act, and recently a number of Voluntary Associations have also entered into a Superannuation Scheme inaugurated by the C.A.M.W. for its own staff but open in addition to these Associations and others of a kindred type.

The demand for Mental Welfare workers is—compared with other branches of social work—a limited one, but so also is the supply of candidates available, and the C.A.M.W. is always glad to hear from suitably qualified women who wish to enter the profession.

(b) Training Defectives in Institutions, etc.

For educated women unable to afford an expensive training and whose abilities lie in a practical rather than in an academic direction, work in Homes and Institutions for Defectives—beginning as nurse attendants or as teaching attendants—provides an interesting and useful career. Most Institutions accept untrained people (from the age of 18) for subordinate posts and train them themselves, in fact, entrants are expected to qualify within four years of entering the Institution, or in many cases their engagement is terminated. Lectures and classes are given by the Medical Officers and the Sister Tutors, for the Certificates of the Royal Medico-Psychological Association.

Women taking up this work should have a natural aptitude for dealing with children and a real interest in those who are mentally handicapped. They should, if possible, possess some knowledge of elementary handicrafts and an ability to play simple tunes on the piano. It is important that, in disposition, candidates for this work should be bright and cheerful and adaptable to the conditions of life in a community.

Salaries vary in different areas, but it is usual for probationers to begin at about £40 to £50 a year, with board, lodging and uniform; fourteen days' leave in a year is generally given, in addition to "off duty" days fortnightly. Matrons are paid from £60 to £80 in small Homes, to £200 or more in large Institutions, but in this latter case general nursing training is often required. Staff in Institutions run by Local Authorities are eligible for pension under the Asylum and Certified Institutions' (Officers Pensions) Act, 1918, and the maximum age limit for training is generally thirty-five.

The C.A.M.W. is glad to advise women desiring to take up this work as to good training Institutions, etc.

Occupation Centres and Home Teaching.

Occupation Centres are day centres for training and occupying lower-grade defective children (excluded from Special Schools as "ineducable") and older, higher grade defectives who are unable to get or keep employment in the industrial market. A number of Centres are open morning and afternoon on five days in the week, in which case the children stay for a mid-day meal. Others hold only half-time sessions. Each Centre is in charge of a Supervisor with, if necessary, one or more assistants.

Training and Qualifications.

Women desiring to take up this work do not need academic teaching qualifications, although experience of teaching in an Infants' or Kindergarten school is, of course, very useful. It is essential, however, that they should be able to handle children in groups and knowledge of methods used in Nursery Schools or Play Centres is a great acquisition. As in the case of teachers in

Institutions, they should have some aptitude in simple forms of handwork and should be able to play the piano for singing games, rhythmic exercises, percussion band, etc. Most essential of all, they should have a real understanding of the needs of the low-grade defective child and a genuine desire to help him and to shoulder his burdens.

Training for the work has, in the past, been acquired chiefly through a period of practical experience in a Centre, in addition to a Three Weeks' Course held in London each July (at the same time and under the same conditions as the Enquiry Officers' Course referred to above). Recently, however, an attempt has been made to institute a comprehensive and adequate training to be followed by an examination qualifying the student for a Diploma recognised as constituting a qualification for the work. The first Course was held during the summer of 1938 in London. An extended Course, to consist of two terms' practical work in an approved Occupation Centre, followed by one term's theoretical and specialised instruction in London, began in January, 1939. Particulars will gladly be supplied by the C.A.M.W. on application.

Salaries.

Owing to the lack of any definite and recognised training and qualifications, the salaries of Supervisors hitherto have varied greatly. In some areas, the Supervisor of a full-time Centre receives £200 or over; in others, salaries are as low as £160. Part-time Supervisors receive salaries ranging from £60 to £100.

Closely allied to this work is that of **Home Teaching**. Home Teachers are employed by Local Mental Deficiency Authorities in certain rural areas and scattered urban areas, in which it is not practicable to organise an Occupation Centre. Defectives are instead visited in their own homes at fortnightly intervals and are there given training in simple handicrafts, etc. The qualifications for Home Teaching are much the same as those for Occupation Centre Supervisors, although as the work is entirely individual, ability to handle children in groups is not essential. This work has so far been instituted in only a few areas, and the demand for Home Teachers is therefore at present a limited one. Salaries range from £160 to £200.

Private Governesses.

Lastly, there is a small but steady demand for **resident governesses** of mentally defective children. There is no recognised training for such posts, but the best preparation is to spend a year or two working in a good private Home for defectives. A resident governess receives anything from £70 to £150 p.a.

There is in existence the Margaret Macdowall Memorial Fund from which scholarships are awarded to educated girls wishing to train for work with mentally defective children. This fund is

administered by a Committee of the C.A.M.W. who act as Trustees. All enquiries with regard to scholarships, as well as with regard to any other points touched upon in this article, should be addressed to the Hon. Secretary, C.A.M.W., 24, Buckingham Palace Road, London, S.W.1.

Length of Training:—

Mental Health Course at

London School of

Economics 1 year.

Cost of Training 30 gns.

C.A.M.W. 6 weeks—6 months (according to the experience of the trainee).

Cost of Training 2 gns.

Note.—See also "Social Work in Mental Health," page 207.

See also "Teaching Mentally Deficient Children," page 380.

MIDWIFERY - - - - - (see NURSING)

MILLINERY - - - - - (see DRESS)

MISSIONARY WORK ABROAD - - - - - (see CHURCH WORK)

MORAL WELFARE WORK.

BY

LILA RETALLACK, M.A.,

Joint General Secretary, Church of England Moral Welfare Council.

Of all branches of social and religious work it is probably true to say that Moral Welfare, formerly known as Preventive and Rescue Work, is the one which is least known and understood. In many places there lingers still the idea that it is concerned largely with prostitutes and what are called "bad girls," and that its methods of work are chiefly of a repressive character. Some people, on the other hand, regard it with suspicion, on the ground that it encourages immorality and eases the path of the evil-doer!

Whom then do we try to help, and how?

First of all, young people of very varying types and character, those with bad homes or no homes; those who are failures at work and misfits in life, many of them handicapped by ill-health and instability of character; those who are slipping into crime and low standards of conduct; those who are weak and subnormal, often the victims of cruelty and vice. Then, in large numbers, unmarried parents and their children; and to a lesser degree, married couples drifting apart through ignorance and misunderstanding, and parents in perplexity about their children. Some workers deal entirely with children of school age.

In every phase of the work, and with all kinds of people two factors constantly emerge: want of affection in childhood,

and ignorance or false ideas about sex and therefore about friendship and love.

The means of help are very varied. The Moral Welfare Worker must be a friend, perhaps for years, to people in desperate need of friendship, understanding and encouragement. With this she needs much knowledge and ingenuity wherewith to devise and bring to bear all kinds of practical help. Any one girl may want employment, lodgings, a foster mother, an affiliation order or a club. She may be in need of medical or psychological treatment or both. Family problems and quarrels have to be dealt with, and her man, or men, perhaps, must be considered and assisted as well.

Some girls are helped through the medium of homes. These include training homes for young girls, where they are taught to earn their living and to make the best of whatever talents they possess; maternity homes for unmarried mothers; hostels where girls go out to daily work; refuges giving temporary shelter to those who are stranded; homes for children, and medical homes. These homes play an important part in the work, but they are not, as is so often thought, the only form of treatment, and most of the girls with whom workers are in touch never enter one at all.

Moral Welfare Work is carried on in co-operation with many other forms of social and religious work, a fact which supplies the answer to a question very often asked—"How do you hear about the girls who need help?" or, in less attractive words, "How do you get your cases?"

Young people are referred to the moral welfare worker by, for example, hospital almoners, juvenile employment officers, infant welfare workers, industrial welfare supervisors, club leaders, parochial church workers, etc., etc. The moral welfare worker herself has recourse to all these and other agencies and individuals, either on behalf of the girl she is helping or of some other member of the family whose needs she comes to know.

Where statutory bodies are concerned co-operation often includes a grant made by a central or local authority to certain types of homes, subject to inspection by the authority concerned. Thus maternity homes, and homes for nursing mothers and for children under the age of five, may receive grants from the local Public Health Authority amounting to a considerable proportion of the annual expenditure.

A number of the short time training homes are approved by the Home Office, for girls between the ages of 16 and 21, who are on probation, with a condition not exceeding six months, and many refuges are used as remand homes.

Nearly all moral welfare workers are to some extent in touch with Probation Work, and co-operate with probation officers in the social services of the Courts. In over one hundred Courts the woman probation officer (the post being in these cases a part-time one) is also the moral welfare worker for the district.

Co-operation with the Local Education Authorities is of great importance. Children's moral welfare workers are in close touch with the elementary schools, and carry on their work in many cases from the office of the District Organiser. The children and Young Persons Act makes for frequent contact, for the moral welfare worker often comes to know of young persons "beyond control" or otherwise in "need of care and protection," and upon her information the local authority may be able to take the necessary action.

Similarly, the mental condition of many a girl "in trouble" will bring the moral welfare worker into contact with the Mental Deficiency Authority of her area.

But remedial and protective work is only one part of moral welfare. The other part is educational in character and is of supreme importance.

This educational work is addressed to many different people and groups—to the public generally, to parents, to leaders of young people of both sexes (e.g., school teachers and club leaders, and those in training for such work), theological and other students and to young people themselves.

The method of approach is through small groups rather than large gatherings and public meetings.

Included in such education is the subject of Christian moral standards and ideals in regard to sex relationships, with emphasis upon the equal moral standard for men and women; the psychology of childhood and adolescence, particularly as it concerns the effect of early influence upon conduct in later life; the problems of unmarried parenthood, etc.

Help is given to mothers with regard to answering children's questions and giving simple instruction about sex. Lectures, discussion groups, etc., are arranged for adolescents on such subjects as friendship, courtship, marriage, etc. Where definite biological teaching is given, it is not done in isolation, but in relation to other aspects of hygiene or sociology.

Recent years have seen a great improvement in the cheap literature published on these subjects. There is a large sale for pamphlets ranging in price from 1d. to 6d. which give clear teaching on sex, marriage, child training, etc., and are scientific and constructive in character, free from sentimentality and appeals to fear.

With educational work, again, there is a great deal of co-operation, and moral welfare workers who organise lectures and group discussions seek help from clergy, doctors, psychologists, and various educational societies.

Who therefore are the women to whom such work will appeal, and who are likely to be accepted for training? What may be considered as a test of vocation? Love of human beings comes first, which is not the same as love of humanity. This has to be expressed in hard work, often of the kind that seems trivial to

people who do not understand the importance of little things in human lives, and in patience and serenity when hard work seems to end in complete failure and there remains nothing tangible to be done. It involves also the understanding of minds and temperaments alien to one's own, a gift which is partly to be learned through psychology, but mostly through the Grace of God. Good health is essential, some knowledge of life, and a happy well-informed outlook on the whole subject of human relationships.

Candidates for training should not as a rule be younger than twenty-four or five, for it is very desirable to have a background of general experience. Any social work is a good preparation, and so is teaching or parochial work, and business life in contact with young people. There is no particular age limit at the other end, though usually it lies round about forty. There is an outlet for all kinds of talent. Some women are born home-makers and they will be attracted to indoor work. This gives scope, too, for those who can teach music, games and handicrafts. Trained nurses, with C.M.B. Certificates, are in great demand for maternity homes. Other people will prefer outdoor work, which brings contacts with all kind of individuals and groups, official and otherwise. For those who are good speakers and take happily to leadership there are the organising posts, which afford real opportunity for ability and initiative, especially with regard to educational work.

Training for Moral Welfare Work is carried out at two centres, recognised by the Central Council for Women's Church Work: St. Agnes House, Lyndhurst Terrace, Hampstead, N.W.3, for members of the Church of England. Fees: £125 per annum, and The Josephine Butler Memorial House, 6, Abercromby Square, Liverpool, 7, open to members of all denominations. Fees: £125 per annum.

The length of training is for one or two years, the two-year course including a social science course in connection with London or Liverpool University. In all cases students receive a grounding in social work, and specialised training in the principles and practice of moral welfare, including legislation, elementary psychology, and experience at Police Courts, in Homes and with outdoor workers. Training as a worker for the Church also entails study of the Old and New Testament and of Christian doctrine. A limited number of bursaries are available at each training house. Shortened courses can sometimes be arranged for women who have had good training and experience in other forms of social work, but in ordinary cases the full training is essential. A certificate is awarded by the Central Council for Women's Church Work to candidates who are successful in the examination papers and in practical work.

Salaries range from £180 to £220 for outdoor work and £85 to £120 for superintendent posts in Homes. Diocesan organisers should receive £250, sometimes rising to £300.

There is a pension scheme to which the workers contribute one-third of the annual premium, receiving a pension of £1 a week at the age of 65.

The assistant workers in Homes are not, as a rule, trained at either of the houses mentioned above. For them there is a scheme under which they spend twelve months in certain Homes approved for this purpose, and receive training and pocket-money. Salaries range from £45 to £60 per annum, resident.

Moral Welfare Work is carried out in every part of the country. The most extensive organisation is that of the Church of England, and nearly every diocese in England and Wales has its council, district committees and organiser. Thus the majority of posts are offered by the Church, and Moral Welfare Work is a branch of Church Work. Other posts are available under the auspices of other religious bodies and undenominational societies.

The chances of obtaining employment are definitely good for there are not enough trained workers available for indoor, outdoor, or organising posts. Further details as to training, openings for work, etc., can be obtained from either of the Training Houses, or from the Secretary, Church of England Moral Welfare Council, Morton's Tower, Lambeth Palace, S.E.1.

Length of Training	1 or 2 years.
Cost of Training	£125 p.a.

MOTOR WORK.

BY

PATRICIA MCOSTRICH,
of Speedy Transport and Garages, Ltd.

To-day there are a number of openings for women in motor-car and garage work, but before discussing them it should be remembered that, however mechanically-minded, technically skilled and physically strong a woman may be, the chances of her making a living as a mechanic are small; this is partly due to prejudice and partly to a doubt as to her physical ability. On the other hand, a knowledge of mechanics as applied to motor-car construction, workshop experience of repairs and overhauls, and an ability to drive any make of car are the essentials with which to seek employment; while in the more skilled sections, a science degree in engineering or similar qualification is a decided advantage.

Of the various forms of employment open to women in this field, that of chauffeuse is perhaps the simplest though the least attractive. It should be remembered that most chauffeuses are expected not only to wash and grease the car and do running repairs, but also to combine their work with that of secretary or companion, or even nursing and the care of children. The best way to obtain a post of this kind is by personal recommendation, advertising or applying at an employment bureau.

Private hire work offers a career for the energetic woman with a car of her own, but she should be in a position to work up a connection, and this involves hard work and late hours. It is essential to have a smart-looking car of the landaulette type with a partition, which can be purchased for about £150. After that, the cost of starting this type of business is nil, with the exception of the cost of advertising. This is an expensive item, and here again personal recommendation is not only the best but the cheapest form of advertisement. Circularising is also inexpensive and helpful. If the business expands, one car and one driver will not be able to cope with the work, and, if capital is lacking, this may present a difficulty. A way of expanding without increasing capital or overhead expenses is to work in connection with a larger firm on a commission basis.

Skilled women drivers with a knowledge of traffic laws, experience on the roads and an ability to teach, should find an opening. The qualifications necessary for becoming an instruc-tress are at least five years' experience in driving on the roads, experience in every make of car, a complete knowledge of the highway code, knowledge of the requirements of local councils and the art of teaching. Many women learners prefer to be taught by a woman and the new regulations, with preliminary tests before a license can be obtained, has considerably enlarged the scope. On the other hand, there is great competition with the number of large motoring schools and to be attached to a garage would be a help.

The selling of cars is perhaps one of the most interesting forms of employment, but it is necessary to combine the usual qualifications for salesmanship with a thorough knowledge not only of the different makes of cars but also of their various features, such as sunshine roof, luggage capacity, gadgets, etc. It is also necessary to know new car prices, second hand values and part exchange figures. Many firms employ full-time salesmen and there is also considerable scope for enterprising people to make money on a commission basis in connection with an established firm.

For the woman with capital, a garage of her own offers good and interesting possibilities. With a small amount of capital, say £500, the simplest form would be a roadside garage and filling station. For this a position on a main road with good entrance and exit should be chosen and service should include supplies of petrol, oil, water, tyres, tubes and small spare parts mechanics capable of running repairs and prompt and efficient attention particularly in giving quick change. Even for this small business one member of the staff must have a knowledge of book-keeping.

With more capital, (say from £2,000 upwards), a real knowledge of cars, repairs, trading conditions, etc., and organising ability a woman could start a garage on a bigger scale. Space for housing cars and lock-up garages would be necessary also

amenities for servicing to include a workshop and a day and night staff for washing and delivering, etc. This type of garage does well to combine its services with a department for selling new and second hand cars. A separate secretarial staff would be necessary and the whole would form a business enterprise that needed to be under the efficient organising ability of its owner.

Motor racing as a career cannot be recommended except for those with plenty of money and where earning a living is not the object. There are, however, increased opportunities, since the broadening of the regulations by most racing clubs, for women to compete in motor car races. The garage owner who also races is at an advantage since her repairs and tuning can be done under her own care and management, also having a knowledge of racing herself, her advice and experience may bring her in touch with new clients.

Finally, any one wishing to enter any of the above spheres, should get practical knowledge, preferably by working in that department of a garage where there would be opportunities of gaining experience, before starting on her own. This can usually be arranged either on a commission basis of new work by introduction or as an apprentice. The apprentice will not obtain a salary, but a general mechanical course and practical work can be obtained at a garage on a basis of service given in exchange for experience obtained. Mechanical training can also be obtained through any well-known school of motoring.

MUSEUM WORK.

BY
MARGARET H. LONGHURST.

Since posts on the higher technical staff of our National Museums were thrown open to women some dozen years ago a number of women have been appointed in open competition with men. Their salaries (as throughout the Civil Service) are rather lower than those of men in equivalent positions and they must resign on marriage, but there is no reason why they should not eventually reach the higher ranks. These holders of First Division Civil Service posts at the British Museum and the Victoria and Albert Museum start as assistant keepers, 2nd class, at salaries of £337 and may, as keepers, rise to £1,058. They must normally retire at the age of sixty, when they receive a pension. Conditions in other London Museums and Galleries vary somewhat, but theoretically all posts are open to women. A word of warning is, however, necessary, as the number of these posts is limited and the competition is very keen.

A good degree, preferably an honours degree in science, is almost essential for a position in the Science Museum and the Natural History Museum. For an art museum a good degree is

required except in rare cases where the applicant has some special qualifications. The actual qualifications vary in the different museums, but travel and acquaintance with foreign museums, the study of the history and literature of art, and perhaps above all a good working knowledge of modern languages, are a good preparation for anyone wishing to obtain a post in an art museum.

The Courtauld Institute of Art in Portman Square attached to the University of London, provides facilities for the study of the history of art and gives a diploma after one or two years and an honours degree after a three years' course.

Though it is almost sure to be the aim of any museum official to do research on some special subject, she must be prepared to spend a large proportion of her time in routine work such as answering queries, either verbally or in writing, and arranging and looking after the exhibits.

Besides these regular established and pensionable posts, there are occasionally openings as cataloguers or special assistants. Some of these posts, but not all, carry a pension and the scale of pay is from about £150 to as much as £400—£500 a year, according to the type of work. These jobs usually mean work on special catalogues, card-indexing and similar work, but there are also a number of posts at the Natural History and Science Museums as scientific and junior assistants.

Guide lecturing is another very interesting aspect of museum work which means direct and constant contact with a varied audience and offers great scope for individuality. In some cases this is a whole-time Civil Service post, and pensionable.

Provincial Museums, which are for the most part under municipal control, have openings for women, but local conditions are so varied that it is not possible to give any precise information; usually the work is more general and less highly specialised.

The Museums Association now grants a diploma to students who have worked for three years in a museum or art gallery, for which they must attend courses arranged by the Association and take an examination. Further particulars can be obtained from the Museums Association, Chaucer House, Malet Place, W.C.1.

MUSIC AS A CAREER.

BY

EDRIC CUNDELL,

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Probably no profession has undergone, and is undergoing, such rapid and radical changes as that of music. The first thing that comes into one's mind when considering the cause of these changes is the mechanisation of music, and, as a consequence,

the apparent unemployment which it has brought in its train. Yet, strangely enough, there were never so many prosperously engaged in the profession as to-day.

If the word "profession" is used to cover all the branches of music, the term is too comprehensive to bear any real significance. Every branch of music is, in fact, a profession in itself; and though many branches are inter-dependent, several stand alone. For example, there is an obvious connection between a Dance Band and Film music, or again, between a Church Organist and a Choral Society, yet there is none whatever between a Dance Band and a Church Organist. It would take many pages to give even the briefest description of all branches which the "profession" includes.

That music is at long last being considered in our public and secondary schools as a subject worthy of some consideration can be gathered from the rise in quality of present-day school concerts or music at Speech Day functions. The growing number of public schools and others which can boast of an orchestra, a choir and even Chamber Music players is surely significant. Still more hopeful is it to reflect that these schools are the ones to attract pupils. It must be remembered that the main support of the profession is the music-loving public and the more music-loving the boy or girl on leaving school, the larger is the potential support for the musical profession.

Even in the past, when there was a prejudice against women doing anything but dust a room or crochet a table mat, a woman had to be admitted to the musical world for the simple reason that she had the monopoly over man in her possession of a woman's voice!

For many years singing was her sole claim to a place in the musical profession, and only in comparatively recent times have her activities spread to other branches of music. The process has been gradual—roughly speaking, it spread first from piano-playing to stringed instruments, then to woodwind and organ, and now it has even spread to brass!

To-day, however, the chief field of action for women is in the teaching of music. I do not wish to imply that women, in execution, show less musical sensibility or artistic perception than men—in fact, a high degree of executive talent is necessary for anyone who is to make a successful teacher. But teaching young people (and the field in this is enormous) seems to be a natural instinct with women rather than with men.

One of the first qualifications that any school head requires of a Music Mistress is the Diploma of one of our leading schools of music. This is, in fact, necessary before one can be included in the list of teachers drawn up by the Teachers' Registration Council. The chief of these schools, in alphabetical order, are the Guildhall School of Music and Drama, the Royal Academy of Music, the Royal College of Music, and the Trinity College

of Music. At each of these institutions there are scholarships which enable talented students to be trained in any branch of music. Prospectuses and announcements in the Press give the details when these scholarships become vacant.

In deciding on what course of training to take for a musical career, an institution is to be recommended rather than private tuition, since much professional work is obtained through the channels of a musical institution, and the recommendation of one of these schools always carries weight.

Moreover, even after a student has left her particular school of music, the school is able to keep in touch with its past students and offer help in obtaining appointments.

The advantages of a course of study at an institution apply in branches other than that of training for the career of a teacher. The concert performer is able to cover a wider field of experience during the training period, singers have the opportunity of Opera work and singing with orchestra, pianists and stringed players gain experience in performing before audiences at students' concerts, and facilities are afforded for the study of Chamber Music and accompanying. Broadcasting is providing such an opportunity for the music profession that a special studio for microphone technique and recording apparatus is being installed at the Guildhall School of Music and Drama for special study and practice in this branch.

Times change, and as things appear to be developing at present the singer who confines her study to work for the concert platform will find (unless she is top-rank) that the supply of work is on the decline. All singers should include Operatic work in their study. The demand here is growing. Whereas formerly every small town had its choral society, many of these have now ceased to function, but far more operatic societies have arisen, which usually need professional assistance for some of the chief rôles. In a quiet way, there is a good deal of activity going on in this direction, and it appears to be growing.

It is impossible to touch upon every side of this huge and divergent profession, but there is one branch of it which never has been a source of livelihood, and possibly never will be—that is, the composition of serious music. It can, however, bring fame which reflects itself in the composer's other activities, and may be an asset to success without being the cause.

In conclusion, music, like any other livelihood, can give no prosperity to those who practise it unless they are on top of their work, and, like all professions, it is overcrowded with mediocrity, but it always has vacancies at the top of its tree.

NURSERY GARDEN WORK - - - - - (*see AGRICULTURE & HORTICULTURE*)

NURSERY NURSING - - - - - (*see NURSING*)

NURSERY SCHOOL TEACHING - - - - - (*see TEACHING*)

Nursing.

INFANT NURSING.

BY

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Infant Nursing comprises the nursing of both normal and of sick infants. Each requires a special training.

1. *For Normal Infants* a Nursery Nurse's training is necessary. Of recent years the demand for educated girls with training as children's Nurses has steadily increased. Psychologists are impressing on parents the fact that the first few years of life are the most important of all and that it is during these years that character is formed, therefore parents are being more careful into whose keeping they entrust their little ones. With this demand Nursery Training Schools for Nurses were started in all parts of the country, the Norland Institute was the pioneer. The standards of the schools varied so much that in 1925 the Association of Nursery Training Colleges was founded by the Hon. Mrs. St. Aubyn, the executive committee consisting of representatives from the Colleges of good standing. All Schools belonging to the Association are inspected annually and have to conform to certain regulations. The Royal Sanitary Institute conducts an examination and grants a Nursery Nurse's certificate to Nurses who pass their examination and who have trained at a College belonging to the Association; therefore girls taking a nursery training should go to an approved College. Particulars of these can be obtained from the Secretary, 4, Wellgarth Road, N.W.11. The girl suitable for the above training must be healthy, of a cheerful disposition, adaptable, patient and possessed of a healthy love of infants and young children, not just a sentimental one. The work being so important, it is most necessary to select only suitable people, therefore all Colleges make the first month a trial one on both sides, the student has the opportunity of proving to herself whether it is really the profession of her choice and the teachers are able to make sure that she is suitable for the work.

The subjects taught in all the Schools are elementary anatomy and hygiene, laundry, sewing, cooking, the feeding and management of infants and young children. Some Colleges specialise in the infant, and natural feeding, others teach also child study and first lessons.

The fee for this training varies from £60 per annum to £140 according to the College chosen. The course usually lasts for one year, and candidates are accepted at 17 years of age in some schools and not under 18 in others; they must have had a good education but no actual certificate is demanded, girls who are not successful in examinations often make good practical Nurses.

The full certificate is not usually given until the Nurse has worked satisfactorily away from her College for one year.

The individual Colleges find suitable posts for their students after training; the salaries range from £50—£60 per annum for the first year, rising according to experience to £150, these salaries include board, lodging and washing. The prospects after training are, at present, very good for the girl who is adaptable and fond of children and home life; a few complain of being lonely, but this depends largely on the girl herself and on the home to which she goes; most employers, especially those of the middle classes, are glad of the companionship of a well educated girl, and the mother and Nurse co-operate in the management of the nursery.

There are many excellent posts abroad for girls who wish to travel, but it is usual for Nurses to gain confidence in private work in Great Britain before venturing overseas, it being very important for them to be able to appeal to their Training Schools for help if in any difficulty while still inexperienced.

The National Society of Day Nurseries offers training in its various Nurseries to girls between the ages of 16—20 years, the length of training being from 1—2 years; during training the girls live in and receive board and lodging and washing, the fees vary from £5—£60 per annum. The salary received after training varies according to the age of the Nurse, but generally begins at £40 per annum in private work and £30—£36 per annum in Institutions. Particulars of these Training Schools can be obtained from the Secretary of the National Society of Day Nurseries, 117, Piccadilly, London, W.1.

2. *The Nursing of the Sick Infant.*

At the majority of the Nursery Training Schools the students are taught all that appertains to the *normal* child, some arrange for a short hospital course, while some, such as the Mothercraft Training School, Cromwell House, Highgate, the Violet Melchett Mothercraft Training Home, Chelsea Manor Street, S.W.3, also St. Thomas's Babies' Hostel, Prince's Road, Kennington, include normal, digestively upset and premature infants in their teaching, but not diseases. The girl who wishes definitely to take up sick nursing should train at a hospital. At the Children's Hospitals, such as the Victoria Hospital for Children, Tite Street, Chelsea, the Hospital for Sick Children, Great Ormond Street, London, or the Infants' Hospital, Vincent Square, candidates must be over 18 and under 30 years of age; the training lasts for three years, a salary of £20 is paid during the first year, £25 the second and £30—£36 the third. After training these Nurses usually specialise in the nursing of sick children in private homes, or in institutions. Those entering must be prepared to see much suffering and sadness, a very different life from that of the student in a Nursery Training College, and it requires a

different type of girl, e.g., one who can witness operations, do bad dressings, and sometimes see death.

Many parents enquire as to the best preliminary education for a girl who wishes to take up infant nursing. A good general education must always be the basis and, if possible, the School Leaving Certificate, as that is the entrance examination for general nursing and many girls later wish to enter a hospital where this certificate is required, though it is not actually required for entrance to a Nursery Training College. Should there be time to fill in after this, a domestic science training is the most useful, as housewifery, cooking and sewing all form a very important part of the Nurse's work; the girl who is familiar with these finds her training much easier in consequence.

If it can be afforded, the writer considers it an advantage for girls to have a spell at home on leaving school before settling to a definite training; the girl, having had her time of gaiety and freedom, is then eager to begin her life's work. This particular training is never wasted; should the girl marry she is well equipped for married life and motherhood; should she be ambitious and go on to do her general or maternity training, she has specialised and will probably return to administrative posts in Children's Hospitals or Nursery Training Schools.

The money spent on training brings a quick return when one realises that a girl of nineteen can earn £50—£60 per annum after only one year's training. Many girls take a Nursery College training as a part of their education, the discipline, regular life and contact with babies and little children usually develops the best in them, and they leave their Training School with a knowledge with which to help the world constructively.

Superannuation.

The Mothercraft Training Society, together with the Norland Institute, the Princess Christian College, Manchester, and the Wellgarth Nursery Training College are members of the Royal National Pension Fund for Nurses. Under this scheme a premium of £1 per month is payable towards the Nurse's superannuation, of which 10s. is paid by the Nurse herself and 10s. is contributed by the employer, in addition to the Nurse's salary. For temporary Nurses 2s. 6d. a week is payable both by employer and Nurse. If a Nurse enters the scheme at 18 years of age she receives an annuity of £60 at the age of 55, or a cash option of £900.

MENTAL NURSING.

BY

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There appears to have been no record of an organised system of training nurses until 1890, when the Medico-Psychological

Association (an organisation which was founded in 1841 and which issued its first Handbook for Instruction of Attendances on the Insane in 1885) this edition containing sixty-four pages only, decided that measures should be taken to instruct nurses in their duties towards the patients. Lectures to 'attendants' were given in a few of the Scottish and English Asylums previous to 1889, but, notwithstanding the efforts of several leading members of the Medico-Psychological Association, notably among whom may be mentioned Drs. Clouston, Rorie, Whitcombe and Campbell Clark, no considerable extension of the movement in favour of the training of Asylum nurses took place in this country until the year 1890, when a committee, of which Dr. Hayes Newington (Treasurer) was Chairman, reported at the annual meeting held in Glasgow that it was advisable:—

1. To institute a system of training Attendants in Asylums.
2. To establish examinations to test the proficiency of candidates.
3. To grant Certificates to those who were successful at the Examinations.

The Report was received and approved, and the first examination was held in May, 1891. Candidates presented themselves from two Birmingham Asylums and three Scottish Asylums: James Murray Royal Asylum, Perth; Kirklands Asylum, Bothwell; Stirling District Asylum, Larbert; and in November of the same year, from Morningside Holloway Sanatorium, two Yorkshire Asylums—Wakefield and Menston—and the City of London Asylum at Stone, near Dartford.

The Report laid down that:

1. A period of three months probation is required before an Attendant is considered to have formally entered upon training.
 2. A period of two years' training and service in the Asylum, including the period of probation, is required before an Attendant is allowed to become a candidate for examination.
 3. System of Training to be by : (a) study of text-books recommending the Handbook for Attendants prepared by a sub-committee of the Association 1885. Other books at the discretion of each Superintendent. (b) Exercises under Head and Ward attendants to be arranged at the discretion of the Superintendents. (c) Clinical instruction in the wards by the Medical Staff. (d) Lectures and demonstrations other than ward instructions to be given by the Medical staff at least twelve of which shall be attended by each Attendant during his two years' training. (e) A periodical examination to test progress left to the discretion of the Superintendent. With regard to the Examinations it was recommended:
1. That the examination be held twice yearly.
 2. That they should be held by individual Asylums wherever there might be candidates.

3. That they should be partly in writing and partly *viva voce*.
4. That the paper should be set by the Examiners of the Association appointed from time to time for examining medical candidates for the diploma of the Association.
5. That a Register of Candidates who have passed the examination be kept by the General Secretary of the Association.

It should be noted that these examinations, both practical and written, were conducted entirely by the Medical profession, and not until after the Nurses Registration Act was passed and in being for some little time, did the Medico-Psychological Association employ a Nurse Examiner.

By the training and issuing of certificates, this was the first systematic effort made to raise the standard of Mental Nursing and the records show that the Attendants (as they were called in those days) took a keener interest in their work as a consequence, and the training justified itself by attracting a better class of candidate as well as securing to the patient more intelligent nursing care.

The training and examination for the certificate in Mental Nursing of the Medical-Psychological Association went on uninterruptedly from this time, and became the accepted standard in all Mental Hospitals in Great Britain and Ireland. The period of Training, which at first was for two years, extended later to three.

The next and greatest advance in connection with Mental Nursing came with the passing of the Nurses Registration Act on 23rd December, 1919, which gave to the nurse a legal and professional status. By the provisions of this Act, The General Nursing Council was set up, which acts as the Central Body for the administration of the Act. The General Nursing Council keeps a Register and records the conditions of admission, examination, removal, restoration, training, etc., of nurses. While registration is not compulsory, it is increasingly evident that the qualifications in this branch of Nursing are in great demand, advertisements frequently stating that the candidate must be a State registered Mental Nurse. In Mental Hospitals of good repute to-day, only candidates registered in both General and Mental Nursing are considered for the higher posts.

Perhaps one should make it clear that the General Nursing Council has a separate or supplementary Register and Syllabus for Mental Nurses.

With reference to the period of Training required, this is for three years, and the examination consists of two parts: the preliminary examination taken after at least one year of training common to all branches; and a Final examination at the end of three years. These are conducted by a Board of Examiners appointed by The General Nursing Council, consisting of Medical Psychiatrists and Nurse Examiners, the latter of whom must be State registered in General and Mental Nursing.

Before a Nurse Probationer may enter for the Preliminary Examination from a Mental Hospital, or Institution for Mental Deficients, she must have had at least six months bedside nursing. This stipulation by the General Nursing Council has done much to raise the standard of Nursing in Mental Hospitals. Again, by the Rule of the General Nursing Council, a nurse whose name is on the Supplementary Part of the Register for Mental Nurses is eligible to train and qualify for the registration in two years in General Nursing, making in all five years for the combined training.

The same rule applies to the nurse whose name is on the General part of the Register, and all approved Mental Hospitals recognise this rule, giving full facilities for putting it into effect; but I should like to see a more generous response on the part of the General Hospitals in offering the same facilities to Mental Hospital Nurses.

With reference to the educational standard required, no doubt the girl with a further education than the Primary School standard is the ideal candidate in this connection, but a sufficient number of these is not forthcoming, and we find that given intelligence and eagerness, the elementary schoolgirl can make good, provided her education is continued in Hospital.

Moreover, an educational test has now been introduced for candidates not possessing the Matriculation certificate or its equivalent required from entrants by the regulations of the General Nursing Council.

With regard to the education given by the Mental Hospital to the candidates, this comprises Lectures in Anatomy, Physiology, Elementary Pharmacy, Sickroom Cookery, and Nursing, sufficiently complete to meet the requirements of the Preliminary Examination of the General Nursing Council, and in the latter period of training more advanced Nursing procedures are taught, lectures being given in General Diseases, Elementary Psychology, and Mental Diseases. The latter comprises lectures in the Lecture Room, and Clinical Lectures in the wards; Post graduate courses in Massage and Remedial Exercises, and in Arts and Crafts, a branch of Occupational Therapy, are available for the nurses at The Kent County Mental Hospital, Maidstone. The Mental Nurse who is also a General-trained nurse is eligible to take the Diploma in Mental Nursing of the University of London.

In the majority of Mental Hospitals to-day, Occupational Therapy has been introduced with the greatest benefit to the patients and is now recognised as a very valuable form of Mental Nursing treatment. Organised Occupational Therapy is an invaluable factor for inspiring new interests, creating new habits, in preventing deterioration, and in providing an outlet for the superfluous energy of the over-active, and in many cases the patient is brought back from the realms of fantasy to re-establish contact with reality.

Experience leads to complete agreement with the General Board of Control for England and Wales when this important Body states that it believes that the introduction of a well organised system of Occupational Therapy will mean a considerable step forward toward the time when Mental Hospitals will cease to be regarded as closed units within our social system.

Other forms of Nursing recuperative treatment in which the nurse must closely co-operate are Physical Culture Classes, Outdoor and Indoor Games, Patients' Entertainments, etc. Our latest efforts are a Debating Society and Reading Classes for the patients. Almost every Mental Hospital has its own Circulating Library.

In our Hospital at Maidstone we have, also, a system of Parole for the patients, both men and women, which aims at giving them the maximum amount of liberty possible in their varied cases.

Again, many of the wards are on the 'Open Door System,' which means that over 40% of the patients can enjoy the privilege of coming and going as they please, a privilege which is very much appreciated and seldom abused.

Then again, there are the physically as well as the mentally sick patients. These are nursed in Sick Wards which are run on General Hospital lines, and this again tends to bring out all the best qualities in the nurse.

Training.

- (1) The General Nursing Council recently established a Test or Entrance Examination, to be passed by intending candidates for all branches of the Nursing profession, including Mental, either before commencing or during the early part of training, which may not be taken before the age of 17½ years.
- (2) The candidate must decide which Hospital she desires to enter for training, and then write to that Hospital for particulars of the conditions of training, enclosing stamp for reply.
- (3) Advice on this subject and a list of suitable Hospitals may be obtained from The Registrar of The General Nursing Council for England and Wales, 23, Portland Place, London, W.1, or the College of Nursing, namely:—The College of Nursing, 1, Henrietta Street, London, W.1, and The British College of Nurses, 39, Portland Place, London, W.1.
- (4) Salaries for Student Nurses in Mental Hospitals are higher than in any of the other branches. Each County Mental Hospital has its own basic scale, which includes a superannuation scheme. At the Kent County Mental Hospital the student nurse is paid in her first year £50 with full emoluments, i.e., board, lodging, laundry and uniform. This salary is increased annually so that in her third year she is paid at the rate of £75 per annum with all found.

Hours of duty, 56 per week, with three weeks annual leave.

There is also the further possibility of these hours being reduced to a 96-hours fortnight if the Report of the Inter-Departmental Committee on Nursing Services set up in 1938 should so recommend.

To qualify for the certificate of The General Nursing Council for England and Wales in Mental Nursing, the period required is three years, and when qualified the Nurse is given the status of Staff Nurse and paid a salary of £86 per annum with full emoluments; and on promotion to the rank of Charge Nurse she is paid £96 per annum, with full emoluments.

Should the nurse desire to enlarge her experience by qualifying in General Nursing, a number of Mental Hospitals of good repute have an affiliation scheme with General Hospitals, so that the nurse whose name is on the State Register for Mental Nurses, is allowed to commence her General training as a second year nurse and to qualify in two years, thus giving her a double qualification. A Nurse with such qualifications can command a salary commencing at £135 per annum with the usual emoluments, rising to £155. At the moment the demand is much greater than the supply for this type of Nurse. It should also be noticed that the doubly qualified Nurse stands a far greater chance of rising to the higher administrative posts in the profession, where the remuneration is correspondingly good.

MIDWIFERY AS A CAREER.

BY

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Member of Central Midwives' Board.

With the passing of the 1936 Midwives' Act and the introduction of the new training rules by the Central Midwives' Board this year, the midwifery profession enters a new era. In the past it has been called, with justice, the Cinderella of the professions. It has offered the maximum of hard work with the minimum of material rewards. Those who were attracted to it were held by the fascination of the work itself, all honour to them; but many who, under easier circumstances, might have served it well were unfortunately lost to the profession. This need no longer happen.

The Act of 1936 introduced a salaried service; it became incumbent on all local authorities to provide an adequate number of midwives and maternity nurses to serve the needs of their area, either by employing them themselves, or by arrangement with voluntary nursing associations. This in effect has created a municipal midwifery service in practically all large towns, while for the most part the Queen Victoria's Institute of District Nurses, together with other voluntary nursing associations, receive grants from the local authorities for the supply of rural

areas. There is still a considerable divergence in the scale of salaries in different areas, but a great improvement has taken place and a much more generous scale of emoluments is in force. All posts are pensionable—and at present marriage is no bar to employment. It is, of course, still possible to practise as an independent midwife—but very inadvisable—and it should only be considered in exceptional circumstances and after full investigation of the conditions of the area in which practice is intended.

The qualifications required for a municipal midwife in any large city are: (1) State registration on the General part of the Register of the General Nursing Council, (2) certification by the Central Midwives' Board.

In certain rural areas it is still possible for a midwife with good general experience of domiciliary midwifery and nursing to obtain employment.

The average scale of salaries in towns is from £200—£250 a year. The emoluments include transport allowances, telephone-installation, together with uniform, laundry, and bag equipment. The average number of cases attended is between 80—100 a year. Regular relief is provided for off-duty and three weeks' annual leave. In rural areas the scale is slightly lower and the number of cases fewer; a car is frequently allowed.

Under the new rules of the Central Midwives' Board a State-registered nurse who desires to practise midwifery must undergo twelve months' training.

The first six months is spent in a large maternity hospital recognised by the Board for Part I training. On completion of this training an examination is taken and if successful the candidate passes on to a Part II training school for a further six months and a second examination, which qualifies her to practise. Part II training is devoted to the gaining of practical experience and confidence and includes at least three months' district midwifery. During this time lectures are given on the Public Health Service.

For candidates not possessing State registration certificates on the general register, eighteen months must be spent in a Part I training school approved by the Board for training such candidates, and on completion of this training and successfully passing the examination she also passes on to a Part II school for the completion of her training.

Training schools are approved all over the country and practically each geographical area can offer a complete training. Part I schools are in all cases associated with a school which offers Part II training. Each pupil accepted for training must be registered by the Central Midwives' Board.

The cost of training varies, but the majority of schools are approved for the Ministry of Health's grants and these, with or without a purely nominal fee, cover the training costs. The candidates in most cases have to pay their own laundry. In

addition many schools are now offering free training in return for certain periods of service. Particulars relating to training may be obtained from the Hospitals concerned. The majority of the Hospitals advertise regularly in the nursing press. Information may also be obtained from local authorities, many of whom organise their own training schools.

There is at present no over-crowding in the midwifery profession—rather the reverse, and both institutional and domiciliary midwifery offer a variety of well-paid posts with the prospects of good advancement.

The institutions offer promotion through the various ranks, in both teaching and non-teaching schools.

For all senior hospital posts the Midwife Teachers' Certificate is likely to be required. This examination is conducted by the Central Midwives' Board, each application is considered individually, but in general the requirements are:— three years' qualification as a midwife with (a) two years' practice in a Hospital at which midwifery training is approved by the Board, or (b) two years' practice in a district with an average of not less than 100 cases per annum, or (c) the candidate must have been engaged for two years in midwifery work which, in the opinion of some responsible person, has given her such practical responsible experience as would render her fit to be a teacher of practical midwifery.

In addition to one of these qualifications, the candidate must submit a certificate of having attended an approved course of instruction in the subjects of the examination.

The Midwives' Institute drew up a scale of salaries for institutional posts, which, with certain modifications, is fairly generally accepted. It is as follows:—Staff-Nurses who are gaining experience £65—£75 p.a. Midwives not working under supervision £80 p.a. Sisters £100—£120 p.a. Maternity Homes and Hospitals with approximately 40—60 beds:—

Sister Tutors and Assistant Matrons £120—£140.

Maternity Homes and Hospitals with approximately 60 beds and over:—

Sister Tutors, Assistant Matrons and

Departmental Sisters	£150—£200
Assistant Sister Tutors	£120—£140
Matrons:—up to 40 beds	£200—£250
40—60 beds	£250—£300
60 beds and over	£300—£400

In each case plus superannuation, uniform and emoluments, which should be valued at not less than £90 p.a.

The post of Supervisor offers promotion to the domiciliary midwife. With the reorganisation of the profession, representation was made to the Minister of Health embodying the view that the qualification for those posts must essentially be practical experience. The Minister accepted this view and in the regula-

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tions issued in July, 1937, the requirements were three years' intensive midwifery experience, one year of which must have been spent in domiciliary practice. The salaries for such posts range between £290—£400 p.a., with allowances and emoluments.

In January, 1939, the Central Midwives' Board's Rules relating to Postgraduate experience come into force. All practising midwives will in future be required to undergo one month's residential postgraduate course every seven years. This should ensure an up-to-date point of view and a renewal of vital interest in the work. The fees will be paid by the employing authority.

It will be seen that those who have the interests of the midwifery profession at heart have good cause to be satisfied with the recent progress it has made. Their hopes are now centred in the developments of the profession. This will depend first on a generous and sympathetic understanding of the many administrative problems by the authorities responsible for organising the service. Everything possible should be done to preserve the intimate and personal relationship which has always existed between the midwife and her patient. Full responsibility in her own sphere should be given to the midwife for the whole cycle of childbirth. Secondly, the lead given by the Minister of Health in the regulations relating to the appointment of supervisors, must be strictly followed. It is not too much to say that in the opinion of those best qualified to judge, the whole success or failure of the service may depend on this. It is essential that the supervision should be done by one fully acquainted with all the difficulties through practical experience of them, and possessing in addition good judgment, kindness of heart and a fine tact—for it is not police supervision which is needed, rather the midwife needs a friendly counsellor, of whose wisdom and kindness she has no doubt.

Finally, we have no reason to fear that those choosing this arduous profession will be any less willing to give generously of their hearts and minds and hands to the service of the mothers of the race, and we rejoice to think that their services will be appreciated and more adequately rewarded.

Length of Training 12 months for State Registered Nurses.

Cost of Training Varies.

NURSERY NURSING AS A PROFESSION.

BY

RUTH WHITEHEAD, S.R.N., R.S.C.N., S.C.M., M.T.S.CERT.

Principal of the Norland Institute.

In 1893, when the first Nurses from the Norland Institute finished their training, Nursery Nursing became a profession. The Institute was founded in 1892 by Mrs. Walter Ward, a noted

educationalist and an early follower of Froebel, who observed amongst the children in her Kindergarten the need of educated women, suitable and specially trained for the purpose, as Nurses to the children in those important early years in which the foundations of health and character were laid.

The demand created by this very small, but excellent, supply has grown until even the 17 Nursery Training Colleges now affiliated to the Association of Nursery Training Colleges cannot meet the demand for College trained Nurses. For this reason the profession ranks very high among careers for girls. The satisfactory Nursery Nurse will never lack employment and will command a good salary, and can thus satisfy her wish to do work that is of national importance and earn a good livelihood.

The qualifications are a real—not a sentimental—love of children; the capacity for seeing life from a child's point of view—which is not to be confused with having a childish point of view oneself—and a realisation that the future lies with the young, and that therefore what is taught by the Nurse, both directly and indirectly, by example to-day is the force that influences the citizens of to-morrow.

The Nurse herself must be practical, with a sense of responsibility, common sense, patience, self-control and tact. It may be a comfort to those who have these particular qualities but may not be endowed with academic talents to the same degree, to know that, although the Colleges like candidates to possess the School-leaving Certificates, this is *not* compulsory.

The 17 Colleges affiliated to the Association of Nursery Training Colleges are:—

The Babies' Hospital and Nursery Training College, Hoylake.

All Saints' Nursery Training College, Harrogate.

Hants and Dorset Babies' Home, Parkstone, Dorset.

The Highbury Nursery Training College, 30-32, Highbury Grove, N.5.

The Mothercraft Training Society, Cromwell House, Highgate, N.6.

The Norland Institute, 7, 10 and 11, Pembridge Square, London, W.2.

The Princess Alice Nursery Training Schools, Tower Cressy, Aubrey Road, Campden Hill, W.8, and Castlebar, Sydenham Hill, S.E.26.

The Princess Christian College, 26, Wilbraham Road, Fallowfield, Manchester.

The Princess Christian Infants' Nursery, King's Road, Windsor.

St. Christopher's Nursery College, Tunbridge Wells.

St. Gregory's Babies' Home, Peverell, Plymouth.

St. Thomas's Babies' Hostel (Dietetic Hospital), Princes Road, Kennington, S.E.11.

- St. Vincent's Nursery Training School, Yelverton, Devon.
St. Winifred's Nursery Training School, 378, Upper Richmond Road, Putney, S.W.18.
Wellgarth Nursery Training College, Wellgarth Road, Hampstead, N.W.11.
Violet Melchett Mothercraft Training Home, Chelsea Manor Street, Chelsea, N.W.11.

The cost varies with the training. Those colleges with very large Staffs teaching various subjects such as Kindergarten and Nursery School work and Domestic Science are somewhat higher than those which only teach the care of babies and young children. Most colleges teach cookery and laundrywork for the child, and needlework and mending.

All colleges provide ample experience with infants and their artificial feeding, and many colleges give practical experience in breast feeding. The lead given by the Mothercraft Training Society has been a most valuable one in the Nursery Training College world and has been deeply appreciated by the mothers who employ Nursery Nurses.

Most colleges specialise in the care of the normal child, but some colleges also give experience with babies suffering from dietetic disorders, and some give experience with the abnormal child.

All colleges grant a Certificate and nearly all have a final examination. There is a Central examination set by the Royal Sanitary Institute in conjunction with the Association of Nursery Training Colleges that all Nurses may take on completing their training.

In nearly all colleges the training lasts for a year (fees include full board and lodging for the period of training) and membership of most colleges entitles the Nurse to get posts throughout her career from her own college. Bursaries are available at some of the colleges (on application to the Principal or Matron).

Four of the Principal colleges—the Mothercraft Training Society, the Norland Institute, the Princess Christian College and the Wellgarth Nursery Training College, have inaugurated a scheme by which the profession comes into line with others making a definite provision for old age. This scheme provides an annuity or capital sum, at the age of 55, for a premium to which both employer and nurse contribute. There are now very few professions of any standing without some scheme whereby provision is made for the members on retirement. Nursery Nurses could not continue to lack a superannuation scheme without running the risk of lowering the standard of their profession. The nurse who can look forward to a pension as part of the recompense for services rendered throughout the years of active work has a feeling of independence, while the employer feels that she is helping the nurse to look forward to a happy retirement.

Every profession has its drawbacks as well as its advantages. The drawbacks of nursery nursing are generally said to be loneliness and uncertain off-duty times. I believe that both these disadvantages—true enough in 1892 and for many years afterwards—have been largely obviated by modern conditions of life. In the old days, the college trained nurse was generally employed by the wealthy members of the community. Life in the "Nursery Wing" of the big house, admirably waited on by nursery maids and the third footman to bring up the coals, was comfortable and dignified; but it was isolated. Life in a modern flat where the meals and even the household and family responsibilities may be shared with the employer, may not be so dignified but it is not lonely and can lead to a community of interests and real friendship. The second drawback, uncertain times of off duty, scarcely exists now. All employers have been obliged by conditions of employment to give regular hours off and regular holidays, and would get neither nurses nor any other members of their Staff if they did not.

The advantages are perhaps easily appreciated. The nurse shares the life of the children and shares the life of the family. The nicest rooms are made nurseries—good food and pleasant living conditions, plenty of opportunity for outdoor life and exercise, long Summer days in the open. Journeys and holidays are planned to be easy and convenient for the children, and the nurse shares the favourable conditions all good parents consider desirable. But the outstanding advantage is the possibility of combining a work of national importance and of definite value to the welfare of the race with the opportunity of earning a reasonable salary and the practise of a profession which is the best preparation for married life.

Although the colleges train the nurses mainly for work in private houses, the practical nature of their training, complete with the experience of normal children, makes these nurses much in demand in Schools and Institutions where their knowledge of normality is valued.

Institutional work usually calls for the rather older and more experienced nurse who has gained her experience in bringing up children in their own homes first, but there are great openings for experienced nursery nurses in this work.

I can think of no training that is more valuable for the girl who wishes to take up Hospital Nursing or Teaching afterwards, as the best foundation for both is a knowledge of the normal, healthy child. It is now realised that it is as blessed to build up good health as to cure ill health, and the combination of the knowledge of how to build with how to mend should be of real value to the community.

There is a frequent demand from Committees and Public Bodies which require a Staff with these qualifications for responsible positions.

The Secretary, The Association of Nursery Training Colleges, 4, Wellgarth Road, N.W.11, will furnish a list of colleges with their scale of fees, and give all particulars.

Length of Training	1—2 years.
Cost of Training	50—132 guineas (resident).

NURSING AS A CAREER.

BY

G. V. HILLYERS, DIPL. NURS. UNIV. LOND.,

Matron, St. Thomas' Hospital, Superintendent, Nightingale Training School.

Nursing is a service of outstanding national importance. It is a young profession, but its scope has grown so wide that its appeal is much more far-reaching than in the past. It is one of the humane professions and, as such, requires more than ability—one cannot be a good nurse unless one has learnt to understand human nature and has developed a strong self-controlled personality, with humour and infinite compassion. Good health, intelligence and culture are essentials, not frills, to girls who wish to enter the Nursing Profession, and certain personal qualities such as resourcefulness, initiative and a deep sense of responsibility, go far towards ensuring success in a profession that demands self-sacrifice and high ideals of devotion to duty.

Preparation.

The preparation for becoming a nurse is all-important. While the care of the patient at the bedside must always remain paramount—the modern nurse has also to understand the prevention of disease, the psychological factors underlying ill-health, and the social and economic problems affecting the welfare of her patients.

Opportunities therefore await girls with university degrees or diplomas in economics, social, domestic and other sciences. The Government is demanding fully-trained nurses for pioneer work in the public services; nurse dietitians are being sought in schools and hospitals, and the demand for Sister Tutors or nurse-instructors is much greater than the supply.

The value of sound education cannot be sufficiently emphasized. With the advent of the General Nursing Council and the establishment of the Preliminary and Final State Examinations, every nurse has to qualify by means of these if she wishes her name to be placed on the State Register.

An important Resolution was passed by the General Nursing Council in 1938, approving of the division of the Preliminary State Examination which makes it possible for candidates to take Part 1 of the Examination *before entry* to a Nurse training

school. Draft regulations giving effect to this resolution are being drawn up for submission to the Ministry of Health, the outcome of which will be the establishment of recognised pre-nursing courses to cover the first part of the syllabus. In future, candidates will be able to enter the nursing profession prepared by such approved courses extending over a period of 1—2 years, and they will thus be given the opportunity of acquiring a sound scientific basis, which should later help them considerably in the practical application of their knowledge whilst undergoing training in the hospital wards.

Meanwhile, during the present transitional period, certain local education authorities are providing courses of instruction for intending nurses, covering 1—2 years; the courses at the Battersea and Kilburn Polytechnics are both comprehensive, as is also the Essex County Council Scheme. Certain secondary schools have drawn up a syllabus for their senior girls, including biology, chemistry and physics—all helpful subjects for would-be nurses.

It is obviously desirable that candidates for the nursing profession should have reached matriculation standard or its equivalent, or have obtained one or other of the recognised school certificates. In 1938 the General Nursing Council decreed that a candidate, who had not obtained any of the above qualifications, would be required to pass an Educational Test Examination either before or after entering a Training School for Nurses. Every prospective candidate, unless otherwise exempted, is urged to take this examination before commencing her duties in hospital.

Age of entry.

The age of entry is usually 18—32 years of age. In the large Hospitals with medical schools attached, probationers are not as a rule accepted before the age of 19; in other hospitals suitable candidates may be admitted at 18—this ensures a certain degree of maturity and some experience of life.

Life in Hospital.

Many of the large Hospitals have a Preliminary Training School attached, in which the pupils spend 2—4 months on their arrival. They receive elementary instruction in anatomy physiology, hygiene, first aid, housewifery, sick-room cookery and simple nursing procedures, ward routine and nursing ethics. Every nurse who has had an opportunity of passing through a Preliminary Training School looks back on that period with gratitude and affection: with gratitude, because good sound nursing foundations were laid (taught on life-size models); with affection, because there each newcomer was gently and humorously shown how to adapt herself to a nurse's life.

On completion of the Preliminary Course and "having satisfied the examiners" the Preliminary School pupil becomes

an accepted probationer and enters upon her duties in a ward to which she is assigned after careful consideration. She soon learns neatness and method in her routine work and her interest grows daily as she develops the art of understanding how to make her patients really comfortable in her bedside procedures, and becomes more expert in the various treatments.

During the first year a probationer obtains experience in general nursing in the various wards of the Hospital, which entails work in the male and female medical and surgical wards, and, if possible, the care of children and gynaecological patients. At the same time she attends a course of lectures given by the Sister Tutor, carefully planned to meet her every-day needs. For example, when the probationer is studying Temperature, Pulse and Respiration, she is asked to observe and give concrete examples from her ward experience, the Sister Tutor pointing out the variations from the normal, and other important details.

In many Hospitals night duty does not occur until the second year and calls forth the finest instincts of a nurse. The night presents terrors to many patients—they may be in pain or discomfort; they may feel worried or nervous, and their troubles are apt to become exaggerated. The nurse can do much to expel these fears by creating an atmosphere of sympathy and confidence, and her reward is great when her patient falls asleep after her simple yet skilled nursing efforts.

Many new interests await the nurse in her second year, and her work is of a more specialised nature. Her instruction in aseptics will be perfected in the operating theatre; in the Casualty Department she will learn to deal with emergencies, and in the Out-patient Departments, to follow up remedies carried out in the patient's home. She also receives more advanced lectures in anatomy, physiology and elementary science, from the Visiting Staff of the Hospital, and takes her Preliminary State Examination.

The third year adds much to the nurse's efficiency; if she has proved herself suitable, she will be given charge of a ward under the supervision of a Sister, and her new duties will include responsibility for the maintenance of the ward stock of drugs and dressings; instruction of junior nurses; attendance on doctors during ward rounds. Her final course of lectures comprises medicine, surgery, gynaecology, after which the nurse is fully prepared to take her internal examination in General Nursing to enable her to qualify for her hospital certificate. The State Final Examination follows upon completion of the third year, and if successfully passed, the nurse is deservedly recognised as a full member of the Nursing Profession.

In many hospitals it is customary for the nurse to remain a fourth year, either as a staff nurse or as a private nurse. This helps her to gain confidence in her own powers and also to increase her knowledge.

During her training a nurse receives a small honorarium and in most hospitals joins a superannuation scheme on a contributory basis. The salaries and pensions of trained nurses are much under discussion and it has been recommended in the Interim Report of the Inter-Departmental Committee on Nursing Services that a scale of salaries be instituted on the same principle as that established by the Burnham Committee which regulates the salaries of the teaching profession.

Living Conditions.

It is recognised that this three years' nursing programme is exacting, and every effort is being made to reduce the number of working hours to a 96-hour fortnight. A weekly day, or day-and-a-half off duty are being introduced, with three hours off duty daily, and an annual holiday of 3—4 weeks. Alternate week-ends off duty are generally arranged for the trained nursing staff. In some Hospitals the 8-hour day prevails.

Night duty for nurses in training is undertaken for three consecutive months, once or twice a year, during which times the nurse lives in special quarters to ensure the maximum of undisturbed quiet.

Thus it will be seen that the modern nurse has time for leisure and is able to spend it in congenial surroundings.

Every nurse has a separate bedroom, and present-day nurses' homes include kitchenettes, comfortable sitting and smoke rooms, and generally a library and a large recreation room. The food is good and varied. Every form of recreation is encouraged, and a wide range of interests is represented in the nurses' sports clubs, musical, dramatic and debating societies.

Certain rules have to be observed to ensure the happiness and well-being of all, and a reasoned discipline is demanded which is usually willingly accepted.

On completion of training, the nurse must apply for State Registration to the Registrar of the General Nursing Council (fee, one guinea), and she must pay an annual retention fee of 2s. to keep her name on the State Register. She should also join a recognised professional organisation such as the College of Nursing, through which, as an affiliated association of the National Council of Nurses, she is admitted to membership of the International Council of Nurses and can keep in touch with all modern nursing developments at home and abroad.

The Trained Nurse.

The trained nurse is confronted with a wide field of service and she soon realises that some form of specialisation inevitably awaits her.

In the past it has been an advantage to the trained nurse to obtain her midwifery certificate; in the future, with the lengthened midwifery training for those who wish to practise in that branch of work, it seems that Part A of the Central Midwives' Board Certificate will still be demanded for the higher posts.

Life in Hospital is varied and full of interest, and appeals to many, and it is a definite asset to a nurse to have held the post of Sister, deputy Sister or Staff Nurse in her own training school. To many the ideal post is that of Ward Sister.

The Special Hospitals offer valuable experience, and one year spent in a Fever Hospital, or two years in a recognised Children's or Mental Hospital, enable a trained nurse to qualify by examination in each respective branch of nursing and to have her name placed on the appropriate supplementary Register of the General Nursing Council for England and Wales.

Nurses who love the country will find an open air life in orthopædic and tuberculosis work, or in district nursing, and there is no finer citizen in the world than the District Nurse.

Private nursing and visiting nursing are both well worth undertaking, even temporarily. They teach the nurse the art of gaining the confidence and co-operation of every type of patient in her own family surroundings.

The Overseas Nursing Association provides posts for nurse pioneers who wish to serve abroad or in the Dominions.

The Army, Navy and Air Force Nursing Services attract a large number of candidates, who are given opportunities of travel, whilst working under good social conditions.

Other Government Services are those of the Ministry of Health and the Prison Nursing Service. The latter requires mature candidates, if possible with mental training, to understand the special psychology of their patients.

A new chapter in nursing has been opened with the coming of public health work—the preventive aspect appeals to youth, and the Health Visitor has proved herself an important factor in safeguarding the health of the nation.

Post-graduate Courses for Trained Nurses.

The Nursing Profession is keenly alive to the ever-increasing demands made on it either in the form of prevention, treatment or delicate scientific research. The nurse of to-day realises that the basic general nursing training is only the foundation on which to build her future career, and she welcomes the wide choice of post-graduate courses, qualifications and experience which her profession offers her.

The need for the more advanced study of important subjects relating to hospital and training school administration, the teaching of nurses and public health work brought into being valuable courses run on academic lines. The Florence Nightingale International Foundation offers such courses by arrangement with Bedford College (University of London) and the College of Nursing, to students from all over the world.

King's College of Household and Social Science (University of London) was the first to organise a course for Sister Tutors in conjunction with the College of Nursing, and they have recently inaugurated a course in Dietetics for the London University

Diploma in Dietetics (open to University graduates), and also for the King's College Diploma of Dietetics, open to State Registered Nurses. All the above courses cover three academic terms, and a limited number of scholarships are available to trained nurses.

The University of London has established a Diploma in Nursing which may be gained in General Nursing and other-branches. There is also a Diploma in Nursing awarded by Leeds University.

It must be remembered that University Courses are not financially within the reach of all members of the Nursing Profession. This need not discourage those who wish to qualify for work in some special branch as there are shorter courses available at the College of Nursing, with a few bursaries attached. Particulars of the Courses for Health Visitors (approved by the Ministry of Health), Industrial Nurses, Hospital Administrators, Midwife Teachers, Occupational Therapists, School Matrons, and for those desirous of studying Mental Health, may be obtained from the Director of the Education Department, College of Nursing, 1, Henrietta Place, Cavendish Square, W.1. Refresher-courses, arranged from time to time, give opportunities for short periods of intensive study to those who wish to keep abreast of modern developments without relinquishing their present posts.

The Battersea Polytechnic, London, offers a part-time evening course extending over a period of two years, or a full-time six months' course, in preparation for the Sister Tutor's Certificate.

The Mothercraft Training Society has a special short course of 3—4 months for the trained nurse.

In Scotland the University of Edinburgh has instituted a Diploma in Dietetics for trained nurses.

Thus it will be seen that nursing demands a high standard of attainment—as a profession we hope “to plan our own day's enterprise in order that it shall both extend the frontiers of life, and enlarge its opportunity for men, women and children of all nations.”

OVERSEAS NURSING.

BY

M. GAWAN TAYLOR,

Secretary, The Overseas Nursing Association, Imperial Institute, S.W.7.

For the adventurous girl, there are few careers that offer more scope, both for service and enjoyment, than nursing in the Colonies. The Overseas Nursing Association chooses nurses for a wide range of posts, government, municipal and private, in all parts of the world from Hong Kong to Newfoundland, and from Nigeria to the Falkland Islands.

The Association began as a private enterprise more than forty years ago to provide scattered groups of British people in

the tropical colonies with skilled nurses. The first nurses were sent to Mauritius, a little island in the Indian Ocean, where the small British community had suffered greatly, cut off by the remoteness of the island from hospitals and professional nurses in times of dangerous illness. The same need was felt by British officials and settlers in other Colonies, and very soon private Nursing Associations and Nursing Homes were started in different parts of the world, both in the Colonial Empire and in other places where British people were gathered together. The Local Committees in these places looked to the Central Committee of the Association in London to find well qualified nurses with the health and personality that would fit them for the responsible and sometimes adventurous work they were undertaking.

The Overseas Nursing Association still sends private nurses abroad, but almost at once the Association was adopted by the Colonial Office as the official recruiting agent for the nursing staff of the civil hospitals in the Colonies, and the majority of nurses now applying to the Association go into Government service. The work of the Nursing Sister under a Colonial Government is many-sided; she may be in a European hospital, where she nurses British Officials and others of her own race, or she may be in a native hospital, where her principal work is to supervise and train native orderlies and nurses. She may be in a large well-equipped hospital like the new Queen Mary Hospital in Hong Kong or the Gold Coast Hospital, where she will find conditions not unlike those at home, or she may be sent to a small up-country hospital with primitive means of sterilising, where she will need all her ingenuity to keep the standards learned during her training, and all her adaptability to fit in with the superstitions and customs of the local people. Some nurses are supervising native midwives and organising welfare centres, others are acting as Sister-Tutors and Home Sisters in large training schools for native girls, others again are in charge of Mental Hospitals.

For many of these posts special training is needed, and the Overseas Nursing Association can generally find a place for the well-trained nurse, in whatever branch of her profession her interest lies. The first qualification for anyone who wants to nurse abroad is the certificate of general training and state registration. Among the 740 nurses that the Association has at present serving overseas, a great variety of training schools are represented, but the girl who takes up nursing with a view to Colonial Government service, should apply for training if possible at one of the large hospitals where there is a Medical School. Maternity training is necessary for all general Nursing Sister posts, candidates are eligible for many posts who hold the First Certificate of the Central Midwives Board. The usual age limit for new recruits is between 25 and 35 years, but several of the larger colonial services, who have senior experienced Sisters on their

permanent staff, give preference to new nurses under 30 years of age, having recently finished their training. Good health is essential, and all nurses who go to the Tropics should be able to play games, both for exercise, and because in many places that is the best way of making friends.

The length of contract varies from 15 months to four years, the usual term being three years. Free passages are granted on first appointment and on leave. Salaries vary in different Colonies for climate and other reasons; in West Africa the scale for the Nursing Sister begins at £350 a year, East Africa £240, Hong Kong £220, Malaya £294. The salary generally increases by yearly increments, and Nursing Sisters may later be promoted to Matron and Senior Sisters grades with higher scales of pay. In these Colonies, free furnished quarters are provided and the nurse pays for her own food. In lower paid services, board is generally provided, or there is a rations allowance. In most Colonies, there is a uniform allowance, and the nurse can obtain a cash advance before leaving home to help with her outfit.

Nurses, who go to private Nursing Associations or other non-Government posts are appointed in a similar way. There are Nursing Homes staffed by the Association in Ceylon, Algiers, Bangkok, Valparaiso, Shanghai; Nurses are sent for private nursing in the patients' homes in Cyprus, Mauritius and Portugal, and District nurses to Bermuda and Newfoundland. The nurses go out on contract, usually for three years, and their passages are paid. Salaries vary according to local conditions, and the arrangements for the nurses' board and lodging are generally in the hands of a Local Committee.

In nearly all services overseas, provision is made for nurses on retirement. In many Government services, all Nursing Sisters, who are retained after three years probation, are placed on the permanent and pensionable establishment, in other Colonies a proportion of the posts are pensionable. No deductions are made from the nurses' salaries in consideration of the grant of pensions. To cover nurses, who do not hold pensionable posts, or who may not have served throughout in the same Colony, there is a retiring allowance after fifteen years' service, which is contributed to by the various Colonial Governments under which the nurse has served. The principal private Nursing Associations and Nursing Homes have now joined the Federated Superannuation Scheme, and the nurses' insurance is covered as at home, part of the premium being paid by the Nursing Home and part deducted from her salary.

There are, of course, some drawbacks to overseas nursing; most posts are in the Tropics, and in the great heat a nurse has often to cope with sudden emergencies with no outside staff to call upon as in England. It is no good a girl going to the Colonies if she wants to know beforehand everything that may happen. The Committee of the Overseas Nursing Association interview every nurse before appointment, and from their personal knowledge

of the various countries, tell her all they can about the life and work, but she must be adaptable or she will never be a success on an overseas staff. She must generally learn a foreign language, and fit in with the customs of a strange people. For most nurses, this is all part of the attraction of overseas nursing; it offers incident and variety, that she does not find in hospitals at home. There may be many disappointments and need of patience in training native girls, but there is pride in seeing them become useful nurses, and triumph in winning the confidence of shy coloured women so that they come to the welfare clinics to be taught and to the maternity hospitals to be cared for. In the social life of a colony, the British nurse holds an official position; a new-comer is always welcome in a small community, and the nurse seldom fails to make friends and have a happy time in her off duty hours.

Overseas Nursing has, therefore, many possibilities for the educated and well-trained girl. There is general nursing, leading perhaps to a Matron's post, Health Visiting, Maternity work, Teaching, X-ray, Massage. Whatever the work may be, the British Sister can feel sure that she is of real importance; in her work among the sick, among the native nurses whom she trains and among the women and children who come to her clinics, she may have a wide and lasting influence on the development of the tropical Colony in which she serves.

THE SISTER TUTOR.

BY

HILDA M. GRATON,
Sister Tutor, Guy's Hospital.

The post of a Sister Tutor in a Hospital Training School for Nurses is a comparatively new one, the first appointment having been made about twenty years ago. It was not altogether a popular innovation, for nurses in those days were taught practical nursing by Ward Sisters, and it was thought unnecessary to give much time to the study of the theory of nursing. When, however, the Nurses' State Registration Act came into force in 1919 it was established that, after 1924, a necessary qualification for the enrolment of trained nurses was to be registration by examination. The Sister Tutor then became an essential member of the Nursing Staff of all training schools, and to-day the larger schools may find it necessary to employ two or more tutors. Each year these posts become more important, offering wide scope to the senior nurse administrator and teacher. At the moment the supply of well-qualified tutors is unequal to the demand, even though the salaries are those of the higher grades of nursing administrators. The College of Nursing has established a roll of qualified Sister Tutors: the necessary qualifications for eligibility for the roll are as follows:—

1. Registration on the General part of the State Register.

2. One of the undermentioned qualifications:
 - (a) Sister Tutor Certificate of King's College of Household and Social Science.
 - (b) Sister Tutor Certificate of Battersea Polytechnic.
 - (c) Diploma in Nursing awarded by the University of London or University of Leeds and, in addition, evidence of having taken a special course to cover Methods of teaching and Elements of Educational Psychology.
 - (d) Other approved teaching qualification.
3. At least one year's experience as a Ward Sister.
4. At least one year's experience as a Sister Tutor (whole-time post), or two years if the Sister Tutor's post is combined with other duties, such as those of a Home Sister.

The teaching qualifications (2) generally entail at least a year's course of special post-graduate study. Various educational bodies, including the College of Nursing, arrange these courses. The Battersea Polytechnic course is a two years' course taken at evening classes held twice weekly. The syllabus covered by all the courses is that of the Diploma of Nursing of the Universities of London or Leeds and the examinations for the Diplomas are conducted by these bodies. The subjects of study for the first part of the Examination are Anatomy, Physiology, Hygiene, Bacteriology, Chemistry, Physics, and Psychology. The second part consists of papers on the History of Nursing and professional subjects; the latter may be taken in General Nursing, Public Health, Hospital Administration, or other special branches of nursing. In all cases the Sister Tutor should take the additional subject, Methods of Teaching. Various Scholarships are offered for competition for nurses needing financial assistance to take these study courses. Either before or after obtaining the necessary educational qualifications, the Sister usually takes an Assistant Tutor's post in a Hospital Training School, teaching for at least one year under the guidance of a Senior Tutor. After this time she should obtain a Senior Tutor's post, and if she enjoys teaching nurses and has initiative and adaptability the prospects are bright for a full, varied and interesting life. The scope for a person sympathetic towards young people and keen to advance and improve the training of nurses is practically unlimited, especially in these days of transition, when the schemes of training are undergoing such radical and interesting changes. Without doubt more Tutors of real ability will be needed, and their work is likely to be easier, and more sympathetically understood than it has been in the past. The following are some of the responsibilities undertaken by the Sister Tutors in a large training school.

1. Organisation of the Preliminary Training School. This is a course of from 8—16 weeks for student nurses before entry into the wards. The class varies from 6—40 pupils according to the size of the Hospital, and the following subjects are taught.

Anatomy and Physiology (elementary course by Sister Tutor and an advanced course usually given by a member of the medical staff), **Hygiene, Elementary Nursing, Elementary Science, Cookery, Dietetics, Ethics and History of Nursing.**

2. Organisation of educational programme for nurses training in the wards. This entails arranging and attending Staff lectures in Medicine, Surgery, Pharmacology, Gynæcology, and the Special diseases.

3. Planning time tables, giving lectures, coaching classes, and practical demonstrations on nursing in all its branches.

4. Acting as the Matron's deputy in supervising and controlling the practical teaching by the Ward Sisters, according to some agreed scheme. The method of carrying out this part of the work varies considerably in the different schools.

5. Keeping records of lecture attendances and examination results and reports. Entering up records of training for State Examinations.

6. Organising and conducting practical and written examinations.

7. Organising clubs and social activities for nurses.

8. Acting as librarian for nurses' fiction and medical library.

In addition to the above the Sister Tutor is usually a member of certain committees within the Nurses' Training School, and is usually expected to take a leading part in the social activities of the nurses. Also she must visit the wards frequently and attend lectures and clinics to keep abreast of modern developments in medicine and nursing. Much of her free time will necessarily be devoted to this and to preparing her work. Hence her off-duty time may appear to be more liberal and elastic than that of some of her colleagues. She generally has her week-ends free, and usually has a month's holiday in the summer, and a week in the spring, in addition to the longer week-ends at Christmas and Easter.

This gives some idea of the multifarious duties of a Sister Tutor. She will miss contact with the patients, but if she is interested in administration and keen on teaching young people, she will find compensation in a varied and useful life.

Salaries. Scale recommended by the College of Nursing.

Resident. £160 to £300 per annum.

£120 to £225 (if not holding special qualifications).

Non-Resident. £275 to £380 or £425.

Length of Training 1 year (full time).

 2 years (evening classes).

Cost of Training.

King's College of Household and Social Science, 36 guineas (non-resident).

College of Nursing.	} Fees according to subjects taken. (Day Course, £20, Evening Course, £3.)
Battersea Polytechnic.	

OCCUPATIONAL THERAPY AS A PROFESSION.

BY

E. MARY MACDONALD,

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Therapy means the art of healing through treatment. Occupational Therapy is treatment by occupation for people suffering from physical or mental disorders carried out under careful medical prescription. The term "Occupation" is all-embracing—and the treatment can be given through any activity. "Idleness, too long continued, is as deadening to the spirit as it is disabling to the body," and prescribed work is given to help in the development of mental and physical fitness.

The possibilities in this work are infinite, and the responsibilities are heavy.

The work in General Hospitals may be taken first. "It is beyond controversy that a patient pleasantly and usefully occupied is a better subject for medical treatment of any kind than one who is discouraged, introspective and idle." Work in a general hospital is mainly diversional and is usually done in the wards—more often than not with bed patients. In some hospitals there is an Occupational Therapy Centre, with such attractions as a pianola, fish in tanks to feed and watch, shelves of books, facilities for crafts, and even a flat roof for games, and tea parties, and bicycle rides on specially balanced bicycles! Patients are sometimes given occupational treatment before operation and are encouraged to resume it as soon as the surgeon permits. Some cases prescribed for in this way have been sufferers from brain tumours, thyroid disorders, ophthalmic conditions, etc. Fractures are given very specialised treatment under the close supervision of the surgeon, with a view to re-conditioning the disabled part as soon as possible.

But as General Hospital patients are usually short-time cases, and as only those in the sub-acute or convalescent stages can be given Occupational Therapy, the fracture cases and other patients requiring continued treatment have to attend a Workshop as out-patients. This brings us to another aspect of the work.

The Workshop is planned to provide graded work, after-massage and hospital treatment, from three or four one-minute periods up to a full working day—with hard work if necessary—over a period of so many weeks. The aim is to re-condition the patients for their former work or to aim at re-educating them in other work if the disability forbids return to previous employment.

An example is that of a man with severed tendons on the third finger of his right hand. Flexion and extension were limited, but as his work on machinery necessitated rapid movements of the right hand and fingers, he could not return until this had been re-established. Treatment was delayed by a considerable amount of sepsis, but at last he began with soft wool work, went on to tool work with padded tools, then with ordinary tools, increasing his grip and general hand movements as well as the finger mobility. He is now back at work.

Another case is that of a woman with a fractured patella. The patient walked with two sticks and the leg rigid, fearful of another slip. She was introduced to weaving on a treadle loom, harnessed to give flexion of the knee with adequate resistance, the harness being altered regularly to increase the range of motion. The interest of making material, of weaving with attractive colours, overcame her rigidity and anxiety, and persistence in work overcame the physical disability.

The Workshop is open to all types of medical and surgical cases sent under medical prescription. The Occupational Therapist in charge attends clinics with the patients, and co-operates with other hospital services and previous treatment.

In addition to the specified treatment, provision is made for recreation—in the form of bowls, darts, clock-golf, billiards, etc.

In Tuberculosis Sanatoria, Occupational Therapy is rather a different picture. Rest, open air and diet are the main forms of treatment necessary for T.B. patients, but Occupational Therapy is being prescribed and recommended as a very useful adjunct. All the work is carefully graded and is at first diversional. This leads on to pre-vocational occupation and perhaps to training in new spheres. The Occupational Therapist working in a Sanatorium needs to have not only a secure medical background (over-fatigue is dangerous to the patients), but a well-grounded knowledge of crafts. In addition, she could with advantage have training in commercial subjects and have a knowledge of possible fields of work for rehabilitated patients, and of organisations and training centres to which these patients might be sent.

Occupational Therapy in Orthopaedic Hospitals is a cross between that in a Sanatorium and that in a General Hospital—again leading up to the Workshop, and considerations and organisations are very similar. To quote only one case. A child with athetosis was taught to do rake knitting with a view to training her in the movements of filling a spoon and conveying it to her mouth. Infinite patience and understanding of the case were needed on the part of the Occupational Therapist to attain the desired result, but once solved one might hope that the child was a step nearer to normal equipment for life.

Occupational Therapy in Mental Hospitals has enormous possibilities. There are some hospitals where a large percentage of patients are employed either in utilities, i.e. ward, kitchen,

laundry, farm, and similar work, or in workshops doing needle-work and crafts, all prescribed as definite treatment.

The Occupational Therapist has to be well-trained as an organiser and has to have studied mental disease in order to be able to carry out prescriptions. He or she has to be a teacher capable of training nurses and attendants in crafts and other occupations, and in recreations, and their analysis and application. The post is responsible but very interesting.

The aim of treating cases of mental defect is the fullest development of an inherently poor mentality, but in every colony or centre there are those who are suffering from some degree of disorder, and it is for these that Occupational Therapy is particularly needed. Besides occupational, recreational and specialised craft experience, and music, an Occupational Therapist again needs infinite patience, genuine interest and ability to teach and maintain a kindly discipline. One aspect often forgotten in considering this work is that in treating any individual case it may be possible so to relieve difficult home situations, that the Occupational Therapist may feel she is contributing to the mental health and welfare of the whole family.

Occupational Therapy with rheumatic and arthritic cases is a specialisation of its own. An experiment is being made now, but it is too soon to be able to say more than that it seems to be bringing mental and physical improvements to the patients in the hospital where the experiment is being made.

No Occupational Therapist, however, feels that he or she actually cures a patient. This would be totally presumptuous. Occupational Therapy is part of treatment—treatment in which doctors, nurses, masseuses, and many others take a share. A good Occupational Therapist must work in close and harmonious co-operation with all the other medical services.

And now about qualifications, training and prospects. Let us take them in order.

Some very necessary qualifications are tact and good judgment, initiative and enterprise, a real interest in people, organising and executive ability, and a serious interest in medical treatment. Other requirements are a good school-leaving certificate or evidence of work or study valuable as a preliminary to training.

With regard to training, a $2\frac{1}{2}$ years' course at a recognised school prepares students for the Examination of the Association of Occupational Therapists. At Dorset House School, Clifton, Bristol, which is one of these, a shortened course can be arranged at the discretion of the School for a candidate offering special qualifications. During the first year all students are given a basic course, including Anatomy, Physiology, Psychology—normal and abnormal, Mental illness and defect, Theory of Occupational Therapy, including an outline of analyses of occupations, departmental management and record keeping,

Crafts—teaching and practice, and Recreational organisation, and are introduced to the different aspects of the work in order that during the last eighteen months they may specialise in some chosen field, i.e. Mental Disease and Deficiency, Orthopaedics—accident and disease, Tuberculosis and physical illness, including heart disease and rheumatism. The fees are £100 resident and £50 non-resident per annum for the first 15 or 16 months. The following months are according to specialisation, lectures, residence, etc., but it is hoped that students' expenses will not be more than £100 to £120 per annum during these 12 to 15 months. Hospitality is sometimes obtainable in mental hospital and mental deficiency practice, seldom in orthopaedic work. For this reason it is impossible to estimate the cost with certainty.

As the profession is in a pioneer stage a great deal depends upon personality, keenness, enterprise and a thorough training. Posts are not guaranteed, but all students who have qualified at the School have obtained appointments so far. Assistants are offered £175 upwards, and single-handed or Senior Occupational Therapists get £200 to £250, only very occasionally more. These salaries are, of course, non-resident.

Candidates considering the training are accepted at 19 or over, as the diploma is only obtainable at or over the age of 21. Younger students who can afford to do so are recommended to attend a course at an Art School, to go abroad, or undertake Guide, Brownie or Cub leadership, to help in clubs, etc. Nursing is the best method of filling up this interval for those who have to keep themselves. Any experience including drama and music, is of value in this profession. There is no particular age limit for the course, but candidates over 40 are apt to find it strenuous and Occupational Therapists employed after the age of 35 cannot come under hospital superannuation schemes.

At the moment there are no scholarships available for training in this profession, but various women's organisations have been very helpful in arranging loans for needy students on considerate terms.

There is an Association of Occupational Therapists, of which the membership is about 60 and the Associate membership is 58: both are steadily increasing. Particulars of the Association may be obtained from the Hon. Secretary, c/o Messrs. G. E. Holt & Son, Victoria House, Southampton Row, London, W.C.1.

Occupational Therapy is a method of treatment which is becoming increasingly recognised as having a definite contribution to make towards the re-conditioning and rehabilitation of every type of disease and injury.

Other schools which offer courses of varying lengths in Occupational Therapy are:—

The Maudsley Hospital, Denmark Hill, London, S.E.5.

The Occupational Therapy Centre, 26, Great Ormond Street, London, W.C.1.

The Astley Ainslie Institution, Grange Loan, Edinburgh.

THE WOMAN OPTICIAN.

BY

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The career of sight-testing optician is one which is particularly suitable to the right type of woman. It promises success to the person with scientific aptitude who has the qualities of patience, tact, a capacity to deal with people, and personality. To anyone with these characteristics it offers a livelihood which is congenial, full of interest and variety. The optician is constantly dealing with the human element, and to many women this is more satisfying than work which is purely clerical. The refractionist feels, moreover, that he is performing tasks which are of a definite help to mankind. For the woman, optics is one of the few careers that can be carried on satisfactorily after marriage.

The science of spectacle-fitting has progressed tremendously during this century. Those who make it their career have entered no dry-as-dust employment, but one which is essentially alive, one in which new techniques, new theories, new instruments are constantly to the fore.

Another aspect of the profession in which feminine qualities are especially valuable is the recently-developed orthoptic training in which cases of squint and muscle defects are corrected by means of exercises. This is a branch of optical work in which most of the cases are children or adolescents; the greatest patience is required, particularly as numerous treatments are necessary before much improvement is to be seen.

For the woman who wishes to become an optician, the best course is to take the examinations of the British Optical Association (B.O.A.) or of the Worshipful Company of Spectacle Makers (S.M.C.). The British Optical Association require that the candidate shall pass a Preliminary examination of Matriculation standard, as evidence of general education. There is no similar examination for the Spectacle Makers' Company.

The Fellowship examination of the B.O.A. is the minimum standard which is essential. This consists of practical and theoretical examinations in the estimation of refractive errors, physiological optics, mechanical and physical optics, and anatomy and physiology. Before the certificate can be granted the candidate must submit evidence of at least 500 hours' training in mechanical and technical optics, 100 hours' clinical training, and give evidence of clinical experience with pathological subjects at a recognised institution. She must have been employed by an approved optical firm for at least a year. The examination may not be taken before the age of eighteen, and the certificate is not granted until the candidate has reached twenty-one.

The fees for the Preliminary examination are £2. 12s. 6d. and for the Fellowship £10. 10s. A reduction of £1 is made in the fees of students who can produce evidence that they have attended satisfactorily optical classes at an approved institution. For the S.M.C. the Fellowship examination fees are £11. 11s.

In preparation for the Fellowship examination the student can take either a two years' full-time course or a three years' evening course. The best centres for these are either the Northampton Polytechnic, St. John Street, Clerkenwell, E.C.1, or the Manchester College of Technology. There are also special courses for opticians at the Heriot-Watt College, Edinburgh, the Central Technical College, Birmingham, and the Technical College, Bradford. Excellent instruction can be obtained as well at various private institutes, such as the British Optical Institute, 20a, Grove Road, S.W.9, or the School of Optics, 2, Guilford Place, W.C.1. Clinical experience can be gained at one of the three Refraction Hospitals at London, Leeds, or Glasgow.

The woman optician should not be content with the Fellowship certificate, however. She should go on to take the Honours examination, which involves another year or two's study. The fee is £5. 5s. In this way her qualifications are the highest that she can achieve and she is in a better position to compete with the man, who is generally content with the Fellowship certificate. In addition it often stands her in good stead if she has had some training in ophthalmic nursing; for this a two years' training at one of the ophthalmic hospitals is necessary.

There are various scholarships offered by the B.O.A., including fifteen Robert Sutcliffe scholarships of fifteen guineas a year for three years, tenable at recognised training centres; two scholarships of £40 a year, tenable for two years, for the day course in Applied Optics at the Manchester College of Technology; and three research scholarships of twenty guineas a year for three years for the M.Sc. (Tech.) course at the College of Technology, Manchester. In addition there is a research scholarship of £60 a year for three years, open to Honours Fellows of the Association for the research course for the Diploma in Optics of the Imperial College of Science and Technology, S. Kensington.

Efforts are constantly being made to obtain legal registration for opticians. When this is achieved it will be impossible for anyone to practise who has not taken the qualifying examinations.

When the woman optician is qualified she can obtain a post as an assistant. Her salary will be low at first until she has had more experience, and she will probably not earn more than 35s. a week. After she has gained a certain amount of experience her best plan undoubtedly is to set up in practice for herself. Unlike most semi-medical professions, optics does not demand a very heavy initial outlay from the practitioner. The optician probably possesses already most of the instruments she requires and she

will not carry a stock of frames, apart from the samples from which her patients will make their choice, as these are made to special measurements and ordered from prescription houses. The minimum that she must spend on equipment should be about £40. She will certainly not need to launch out in large or imposing premises; probably two rooms will be sufficient for her requirements at the beginning. She will want enough capital, however, to keep her for the first year that she has set up in practice on her own, as the first several months are uphill work, particularly when she has no shop-window to attract the casual passer-by.

Once she is firmly established, however, her success depends entirely on herself, her personality, her technical skill and her business ability. There is no reason why she should not make for herself a good living in a career which she will find absorbing and which as yet is far from being over crowded with women.

Length of Training 2 years (full time).
3 years (evening).

(1—2 additional years for an Honours Fellowship).

Cost of Training Varies according to course taken.

ORTHOPTICS AS A CAREER.

BY

THE SENIOR ORTHOPTIC ASSISTANT,
Central London Ophthalmic Hospital.

Before describing the training for this work, let us first discover what Orthoptic Training is.

The word "Orthoptic" is derived from "otho" and "optic," the first word meaning straight and the second meaning sight, so that now you will have gathered that Orthoptic has something to do with sight. Now, when you next go into a tube or 'bus, look about you and see how many of your fellow-passengers have eye defects. You will see that a great number of them will be wearing glasses, and their eyes, to you, may appear normal. Some of them, however, will have "crossed-eyes," or as we know them, convergent squints; others will have one eye directed outwards, so that you will hardly know whether they are looking at you or not, and these are known as divergent squints. You may see another person with one eye very much higher than the other. These three eye defects are all termed squints, and it is our business as Orthoptic workers to try to overcome these defects by exercises alone if possible, or failing this, by exercises and an operation.

When a normal person looks at an object, both eyes are directed towards it. When, however, one of these squinters looks at an object, it may be seen by one eye only, in which case there may be practically no sight in the other eye, as it has become lazy through not being used.

Now if there is weak vision in one eye, which is due to disuse and not to an anatomical defect, it is generally possible, provided the patient is not too old, to re-educate that eye to see as well as the other, and then to overcome the squint by exercises, so that the patient will be able to focus both eyes on the object together.

Before squint training was started, children with squints were given glasses and wore a black patch first over one eye and then over the other, until they were between fourteen and twenty-one years of age, and then if necessary the eye was operated on. The result of the operation was a cosmetic success, but nowadays, in this enlightened age, it is not only necessary to get the eyes straight but they must function together. With Orthoptic exercises, a great many cases do not need operation, but those who do are trained to use both eyes together so that when their eyes are straightened by operation, they are able to use them as a normal pair of eyes, and the result is permanent.

Another type of case which has received benefit from the Orthoptic treatment is that of people who suffer from eye-strain and headaches after they have been reading, or have been to a cinema or theatre.

Clinics are run in London and in the provinces for both private and hospital patients. People who are unable to afford the fees charged for private patients are able to attend hospital clinics, where they pay a small sum of money according to their means; where patients belong to the Hospital Savings Association they do not need to make any payment.

This work was started in England in 1902 by Mr. Claud Worth, but the elaborate instruments now in use and the exercises given with them are the result of many years of patient study and research, and it is only within the last six years or so that the successful results now obtained have been possible.

The work consists of equalising the vision in both eyes and then making the two eyes perceive an object simultaneously. The next stage is to teach the patient to "fuse": that is to say, the object seen by the right eye and that seen by the left, though seen by each from a slightly different angle, must appear fused into one object. The final stage is to teach perception of depth, or ability to judge distances accurately.

This work should not be associated or even compared with massage treatment. There is no massage of the eyes; it is a re-education of the eyes to work in unison. This, as I have already explained, is done gradually, working from one stage to the next on instruments which are composed of two tubes, one eye looking through one and one through the other; at the end of these tubes are pictures which are designed to suit the stage of training which the patient has reached.

It is essential for anyone contemplating this work to be very fond of and able to manage children, and to have plenty of patience. Tact and personality are particularly essential in

dealing with adult eye-strain cases, and an inventive brain and open mind should be brought to work such as this, which is still new and with methods still open to improvement.

Courses of Training.

Three London Hospitals (two ophthalmic and one general) at present run courses for Orthoptic students. There are also others in the provinces. The training takes approximately twelve months. There are private clinics in which students are taken, and the work there gives them experience in dealing with private patients, and may be taken concurrently with the Hospital training.

The course of training consists of lectures by an ophthalmic surgeon, coaching by a doctor who has specialised in Orthoptics, and lectures and practical instructions by trained Orthoptists.

The lectures cover a wide field in optics; the theory of glasses; the anatomy and physiology of the eye; the theory of binocular vision and its breakdown in cases of squint. The practical instruction consists of work with all types of Orthoptic cases on the instruments in general use, also experience in the general handling of patients.

Accepted students must have passed the School Certificate or its equivalent and they are taken for a month on trial in order that their suitability for the work may be tested. The final examinations are held twice a year, in July and January; these examinations cover the whole field of theoretical and practical work. It is necessary for candidates to obtain a high standard of work before entering for the final examination.

Particulars of the course of training may be obtained from: The Secretary of the British Orthoptic Society, 18, Devonshire Street, London, W.1. The fees for the course are eighty guineas, including private and hospital instruction.

Candidates must have good sight and undergo a medical test before starting their training. It is most important that all candidates should realise that no patients may be seen by them when they are qualified, other than those sent by an ophthalmic surgeon, or by a general practitioner practising ophthalmology. The work must not be confused with that of opticians or similar work carried on by persons not recognised by the Orthoptic Council.

So far, all the students who have been trained have obtained posts, either full time or part time. The salaries vary; trained workers may receive £300 a year for a full-time post at a hospital clinic, while for a part-time post they may receive between £100 and £150 a year. A post of this sort leaves time for private cases to be seen at a fee of 7s. 6d. or 10s. 6d. a visit.

Orthoptic training is believed to have a great future and there are new clinics being opened in London and in the Provinces. At present there are approximately one hundred Orthoptic clinics in England and others in Australia, New Zealand, the United States and France.

Outdoor Professions.

CANINE NURSING.

BY

J. TREFUSIS FORBES,
Bell Mead Kennels, Ltd.

Nursing is one of the major branches of Kennel work, and it is unfortunately one which many are apt to jump at. There seems to be some idea that there is heroism in the thought of being a Canine Nurse and saving the life of the sick dog, but very little thought as to the fitness of a particular person for that difficult and complicated position.

It is not often understood that nursing is a specialized work, and that the facts need learning from the beginning, and the beginning is the healthy dog; it is as necessary to know all there is to be learnt about the dog in health before tackling the dog in sickness, as it is for the mathematician to learn addition, division and multiplication before trying his hand at higher mathematics. Thus a good training in, and knowledge of, dogs is essential before specializing in nursing. Presuming that this has been acquired, the next thing is to look at the facts, minus their glory and glamour.

Qualifications.

The person willing to undertake this work must have definite qualifications:—she must be clean: clean in her person, clean with her utensils and in the treatment of all objects, for uncleanness means the advent of disease, certainly to other dogs and possibly to people. Lack of cleanliness, with plates, dishes, wash bowls, may mean a secondary, and possibly fatal, septic infection to the patient. She must be tidy, for untidiness means dirt. She must be methodical, as grave harm might easily be done by returning a medicine bottle to the incorrect place, feeding at a wrong time, or any minor carelessness. Patience, a quality required, is not mentioned lightly, for there are few things that can be so trying as a really difficult sick dog, and there must never be any signs of impatience; no matter how late at night, or how tired the Nurse, the dog must always be treated gently but firmly. If it be a question of making the dog eat voluntarily, the nurse must try and try again until at last she succeeds; even if it be her hour off, or her own meal time, her patient must come first.

Kindness is essential, but not ‘sloppiness’; the dog must have every thought and care given him. If he is incapable of turning himself he must be turned; a cushion to raise his head if necessary, a drink of water, a pat, a word of encouragement, are little kindnesses which if given at the right moment, may save the life of a dog. But the ‘sloppy’ person who will say, “Poor little man, he is so ill,” and pet and fondle the dog just when he needs to be encouraged or allowed to sleep, will often cause serious disaster.

Observation is an important quality, and this power should be trained to its utmost, for it is through observation only that new symptoms can be noted, and the Veterinary Surgeon who only sees the dog on his visits will depend enormously on the Nurse to tell him details which are of value. It is observation which will show you the first signs of a serious complication setting in, and in so many cases if a complication is taken in time it can be avoided, but if neglected means death to the dog. Such slight symptoms are shown—perhaps a light twitch in the mouth three times in the day is the fore-runner of serious or fatal convulsions; a tenderness around the abdominal region the first symptoms of colitis; slight diarrhoea the preliminary to dysentery. The habit of observation is essential.

Thoughtfulness there must be; always, day and night, the patient must be thought of. He must be properly attended to but must not be fussed, so thought must be taken before approaching the patient. If scissors are likely to be employed the nurse must have them at hand, and the same applies to any other accessories, for never in the middle of dressing or treatment must the nurse find herself in the fatal position of having forgotten any necessary implement or drug, for this will only detain her in her work, and above all things she must be quick and thorough in doing her dressings, treatments, feeding and dosing, never fussing or getting anxious and agitated.

There is one peculiar quality which seems to be born in, and not bred in, people. This is the amazing ability of giving the patient the desire to live. There are certain dogs who, though not seriously ill, just lie down to die. There are others who at death's door for days struggle for life. With those dogs whose apparent wish it is to die, nothing will save them unless they can be given back the desire of life; and here it is that the born nurse has power—her presence will inspire, her word will encourage, and the dog will gradually turn the corner towards life.

Thus it will be seen that physical strength is a necessity. It is no light job; compared with ordinary nursing it is likely to prove harder for two reasons. First, the patient will probably be more difficult: the dog being unable to speak cannot tell what he is feeling, where his aches and pains are. Secondly, the owner has heavy expenses, the fee of the Veterinary Surgeon, the salary and board of the nurse, medicine, etc., and they do not wish to add to these expenses, or possibly do not feel justified in spending as much on their dog as on their child. Consequently, in cases where, if the patient were human, there would be two nurses, the patient being canine there is only one, and the nurse anxious not to lose the life of her patient will very likely do day and part night duty.

Prospects.

With regard to the financial side, it is difficult to say exactly how profitable it is likely to be. Should she be employed in a

permanent post, the salary of a moderately good nurse is not likely to be very much higher (if at all) than that of a moderately good kennelmaid. The salary of a first class nurse will probably be higher than that of a first class kennelmaid, but not as high as that of a manageress. For it must be remembered that one nurse can only look after a few sick dogs, and that a Veterinary Surgeon cannot pay a large salary for the care of a few dogs: first, his running expenses are likely to be high, the cost of medicines and drugs are great, feeding a sick dog is expensive, and he cannot charge exorbitant fees from his clients to recoup this. Secondly, a Veterinary Surgeon has had great expenses in qualifying, a five year training being the minimum, so obviously his outgoing must be reasonable.

The alternative for a canine nurse is to start on her own, and take the temporary nursing posts where she is required. At this she can probably earn her board and two or three guineas per week but there are two great disadvantages. One, that she can only be in one place at a time, and she will invariably find that at some periods she has as many as five or six posts offered her but naturally she can only accept one and she can never tell when she will be free; the case she takes may only last a day; on the other hand it may last eight or nine weeks. She will quite likely find that when she has finished with that post a period of some weeks elapses before the next post, so that she never knows what her salary through the year is likely to amount to. Added to which she will find it extremely expensive to keep herself in between her various jobs. The second disadvantage she will find is that if she is really going to nurse every case intelligently, thoughtfully, and give the best she has to the patient, it is extremely tiring, and to do this right through the year without suitable intervals is very hard work. Thus it will usually be found that, though at first it sounds as if "Private Nursing" were the most profitable, it is invariably wiser and better policy to accept regular employment as a nurse.

The post is only suitable to those who have the qualifications mentioned, and who have a real urge for nursing, realizing that glamour and glory, there is none,—interest and skill a great deal.

KENNEL WORK.

BY

G. M. M. COUSENS,
The Seagry Kennels.

Dog breeding in England, and in fact all over the world, has made tremendous strides since the war and is now a flourishing industry, which up to the present continues to increase both in size and importance. The obvious result of this is, that, as more

and more kennels are started, so there is an ever-increasing demand for well trained kennelmaids. The percentage of really good kennelmaids is small and all the training establishments have long waiting lists of people wanting trained girls, so that anyone taking up the work can rest assured that there will never be any lack of employment.

The pay is at first not high. A girl coming fresh from her training usually gets 10s. a week with, of course, all her board and laundry. Between 15s. and £1 a week is the usual salary for the girl with 3—5 years' experience. This sounds very little, but it really compares very favourably with salaries obtained in other professions, when it is realised that the living conditions are generally very comfortable, kennel clothes are very often provided, and that, probably, living in the country as most kennelmaids do, opportunities for spending are limited. Posts are generally "living in" but there are, of course, numbers of "living-out" posts as well, where the salary is correspondingly higher. The average second-rate kennelmaid seldom rises above the £1 a week mark, but the girl with initiative, and the will to get on, can earn anything between that and £3 a week, and *can* work up to such posts as that of kennel-manager in a big kennel, at a salary of £400 per annum. The latter are rare, of course, but they do exist, and there are all sorts of interesting and fairly lucrative posts in dog-shops and beauty-parlours and nursing work. There is a good opening for girls who will do temporary work and also for nurses who can be sent out to private houses. There is no hard and fast rule as to salaries, but the really good kennelmaid is worth her weight in gold, and it is entirely up to the girl herself to render herself invaluable, and so able to command her own market.

The perfect kennelmaid is physically strong, for the work though not heavy, *is* hard; she is reliable and thorough in her work; she is gentle and possessed of infinite patience. Able and willing to obey orders implicitly, yet she has the initiative to act on her own and is able to cope with the thousand and one emergencies which arise during the day's work. She is cheerful and has a sense of humour; she is observant and has a good memory—she is, in fact, a paragon of all the virtues. She will find that she has chosen a fairly hard life, but one that is really worth while.

At this point, however, the less pleasant side of the work must be stressed. When she gets really into it, the girl will find it all tremendously interesting, and, though nominally, kennel routine is the same every day, actually there are never two days alike. At the beginning of her training, however, the novice will find a good deal that is dull and perhaps unpleasant. But she must make up her mind to stick it, and she must realise that she "*will have to walk before she can run.*" In any other training she would have to start at the beginning—in nursing, for instance, she would have a good deal of menial work, and, to take another

case, in gardening, she would spend her time at first digging, hoeing and weeding, and would not expect to be put at once in charge of a hothouse of precious plants. Similarly in kennel-work, she must not expect at first to be given a litter of valuable puppies to rear, or a show dog to trim and exercise. Daily routine consists of feeding, cleaning, grooming, exercising, preparation of food, feeding and cleaning again, and this has to be gone through, "high days and holidays" alike. She will find that cleaning kennels involves a good deal of plain "honest-to-goodness" scrubbing—preparation of food means very often hours of mincing, and after feeding there is a great deal of washing up to be done. Kennel runs have to be kept mown in summer, nettles and weeds have to be chopped down, and kennels and fencing have to be creosoted. And the person who will have to do a good deal of this work is perforce the new pupil. The interesting things, the rearing of puppies, nursing, stripping and trimming, preparation for show, the shows themselves, these will come later. She may think she is learning nothing during the first month or so of the probationary period. She will probably think that she already knows how to scrub, to mince, to wash up, and how to use a lawn-mower, but it is not till the end of her training that she will realise what a raw novice she was at the beginning, and just how much she was really learning during that rather trying first month or two.

For the girl who thinks of taking up kennel work with a view to running her own kennels, the prospect is at present good. The ideal way to start after a training and a post or two for experience sake, is, of course, to live at home and have one or two good bitches from which to breed. Well-known breeders very often have a bitch which they are pleased to give to a beginner in return for a puppy, and the services of a good dog are sometimes obtainable in the same way, thus enabling a start to be made with practically no capital outlay. This will probably produce pocket money at least and will provide invaluable experience, and the beginner can in this way show a little, and gradually find her feet in the canine world before embarking on an establishment of her own. A fairly considerable capital will be required for this. Apart from the house accommodation and living expenses, which, of course, depend entirely on the standard of living of the prospective kennelowner, a capital of £200 should establish a good small kennel. A well-run boarding kennel should produce a very comfortable income, but a breeding kennel is a "chancey" thing and the element of luck looms so very large that a private income is an essential.

"A kennel of my own" is generally the ambition of all kennelmaids, but the immediate problem for all these kennelmaids-cum-kennelowners is training. There are three methods which are open to them:—

- (1) The private kennel or boarding kennel which takes one or two pupils for a weekly fee.
- (2) The Training College.
- (3) The kennel which professes to train in return for services.

Taking these in the reverse order, number three should generally be avoided. Often the owner cannot afford to pay a kennelmaid, and relies on the pupil to do all the dirty work, very often expecting her to do the housework as well. The training of pupils is often a trying business, involving sometimes a certain amount of expense and loss owing to ignorance and carelessness, and no high-class kennel will bother with it, unless a fairly substantial remuneration is likely. From this may be deduced the fact that when a kennel advertises that it takes pupils for "keep in return for services" the conditions should be carefully gone into.

As to colleges, there are one or two excellent ones where the course usually lasts a year, and the fees average 3—4 guineas a week, very often paid in a lump sum in advance, the fees being forfeited should the girl leave before her training is finished. A good deal of theory may be learnt at these, and there are generally lectures on all canine subjects by veterinary surgeons and other experts. The life is jolly as there are usually a number of students and the really keen girl can learn as much as she wants to. The drawback is that there are very often not enough dogs in the kennels to enable all the students to obtain enough practical experience, and they cannot always get the individual attention and supervision that is an essential. For the very young girl, just leaving school, it makes an excellent beginning, but it is generally recognized that the best kennelmaids are those trained in good class private kennels. The fees in these usually only just cover the board of the girl and vary between 30s.—£2. 2s. a week. The course is, as in the college, 6 months to 1 year, but it has the advantage over the college in that it is continuous whereas the college terms make for a certain lack of continuity of interest which detracts from the value of the training. Generally only one or two pupils are taken, and these work directly under the owner or head kennelmaid, thus getting unrivalled opportunities of obtaining first-hand knowledge and practical experience. After a general training, if a girl wishes to specialise in such things as canine nursing, or beauty-parlour work, she can always go for a further three months or so under a veterinary surgeon, or in a dogshop as an "improver." After that she can consider herself trained, and can look about for a good post; and if she has been trained in a first-class kennel and has the backing of her late "trainer" these posts will certainly never be lacking.

One word of warning should be inserted here, that girls should not be attracted to a training place by the promise of "leaving certificates" or certificates for nursing. To most kennel owners or veterinary surgeons a certificate is only worth the paper it is written on. They are looking for the perfect

kennelmaid described above, and no amount of certificates will produce this paragon. What they want is the personal opinion of the woman who trained the pupil, and it is up to that pupil to see that the opinion is golden.

The choice of training places is great. The canine papers, "*Our Dogs*" and "*The Dog World*," have long lists of these every week. The prospective pupil should first make up her mind what breeds she wants to be with, and then she cannot do better than approach one of the great women's canine organisations such as the Ladies' Kennel Association for advice in the matter. These Societies are out to help the novice in all matters canine, and Miss Bruce (Nuthooks, Cadnam, nr. Southampton) is always willing to give what information she can on the subject of training kennels.

Finally for the girl who is really fond of animals, who likes the open air, and wants to lead a life of service (for our four-footed friends are *worthy* of service) my advice is to try kennelwork. It will provide an interest all through life, and even if she should not obtain her desire for a kennel of her own, it is work in which her individuality will have full scope, and her qualities will inevitably bring success.

RIDING AND STABLE MANAGEMENT.

BY

MRS. D. G. BROWN,

I. of H. Cert., Stone's Riding School, Ltd.

There are many out-of-door careers open to women to-day, but one which will make a special appeal to the healthy young Englishwoman is that of a Riding Mistress, providing, of course, she has a natural love of horses.

It is quite useless for anyone to enter for this profession without first of all loving horses for their own sake, as it entails a lot of arduous painstaking work, early rising, and the ability to withstand all kinds of weather. The really successful Riding Mistress is one who combines (a) a love of horses, (b) a flair for teaching and (c) adequate knowledge of the profession itself.

The popularity of riding has increased very much during the last ten to fifteen years, partly because people realise that motorising does not give them the necessary physical exercise and partly because many more people can now afford to hire a hack although they are not able to keep one of their own. This has led to the rapid increase in the number of riding schools all over the country and many of these are successfully managed by women. The number of classes at the Horse Shows, hunter trials and gymkhanas is also much bigger and there are many more entrants, both amongst the adults as well as amongst the children.

Riding is quite different from any other form of recreation as in it there are two *live* factors to be considered—the horse and the rider. One cannot say this about golf, or cricket, or tennis,

as in these more usual forms of physical exercise there is only the one live factor. It is the presence of these two factors which makes riding a difficult subject to teach and there are many very good horsemen and horsewomen who cannot teach, as they are unable to understand the reactions of a certain pupil to a certain horse. It is this ability to understand and appreciate this difference which goes to the making of the perfect teacher.

Training.

The career of a Riding Mistress is one for which a girl may enter as soon as she has finished her education. She should take great care in the selection of her training school so as to ensure receiving a thorough training on Army lines. She should have at least a year's training, unless she has had previous experience in riding. The fees at some of the schools vary from five to eight guineas a week, inclusive of board residence, lectures and loan of books, etc. Very few riding schools these days can afford to pay a riding mistress to instruct only. There are bound to be slack days, with perhaps only a lesson or two, and then the instructress is expected to trim up her ponies and horses, pulling manes and tails and generally doing the thousand and one odd jobs which cannot be done on busy days. Therefore the ability only to instruct does not get one very far in applying for a post—a good general knowledge of horsemastership is essential and on this the examination of the Institute of the Horse is based. The examination is divided into three sections: "Equitation," "Horse Training" and "Stable Management."

To qualify in these three subjects, 75% in each is necessary, and the fee for the examination is two guineas. The examiners are chosen from those with recognised qualifications; the majority being holders of instructors' certificates issued by the Army Equitation School, Weedon, or the Cavalry School at Saugur (India).

Candidates are warned that the Institute of the Horse Certificate can only be obtained by those who have an intensive knowledge of orthodox and recognised methods, so in addition to their course at a good school, it is advisable for them to do some private study.

The following books are of practical help:—

"Horse Knowledge," by Major Faudel Phillips.

"Child's Guide to Horse Knowledge," by Major Faudel Phillips.

"Horse Sense and Horsemanship of To-day," by Brig. Geoffrey Brooks.

"Breaking and Riding," by James Fillis.

"Animal Management," published by the War Office.

"Manual of Horse Mastership," published by the War Office.

Liveries.

Apart from teaching and hiring out hacks and hunters, there is the question of "liveries" to consider. Several good liveries are the backbone of a small stable as they bring in a regular weekly profit which greatly helps with the forage bills. The amount charged varies with the district from about 25s. to 2 guineas for hacks and from 2 guineas to 2½, or even 3 guineas, for hunters. One can always charge more for a loose-box than for a stall as the box uses up more bedding. Below 30s. the profit is roughly about 25% and over 30s. about 33%. This is without deduction for a proportion of rent and rates.

Dealing.

This is definitely a tricky business, and unless you have a good eye for a horse and ability to judge his soundness and worth, it may prove to be a very expensive business as well. There is a better opening for dealing in a hunting country, but everywhere there is a steady market for children's show ponies and the general utility pony. A pony suitable for the Show Ring will fetch as much as a good hunter and cost less to keep while in the process of being "made." This is where the light-weight girl groom scores. Many a good pony has been spoiled, has had his head carriage ruined and learned to "bore" by being made to carry too heavy a weight. If one buys a pony as a two year old, or even younger, there is quite a good profit to be made. The buying of these youngsters requires long experience. When you have bought several that looked good, but turned out to be "weedy" you will probably realize that the younger you buy a pony the greater chance you take and perhaps only one in six makes any real money.

Prospects.

From a financial point of view the career of a riding mistress is not a very attractive one, but the life is congenial, healthy and ever varied, and this compensates for the somewhat poor salary usually paid. The maximum pay for a girl with the Institute of the Horse Certificate is about £2. 10s. Od. a week without keep, or 25s. a week with board and lodging—only in exceptional cases where a girl is able to introduce pupils is the pay any more generous. As regards the poor pay in riding schools—this is not the fault of the proprietors. Very few of them make more for themselves than any one of their employees and the few that do are only the really "big" people at the top of the tree with a large clientèle of resident students at six to eight guineas a week.

It will be said immediately that there must be something wrong with a business that yields so little profit, and, of course, there is. Horses cost so much to keep and the fee which is usually charged for hacking and instruction is quite inadequate to the expenses and risks involved. The expenses are not just the

actual cost of fodder—which is at present at an abnormally high level—but also the cost of shoeing, rent and labour and a proportion of all these must be earned by each horse or pony. As for “risk,”—if a horse is badly ridden over rough ground it may be lame and unused for a week or more and its stable companions will have to earn its keep. A bad rider may cause a sore back and this again will mean resting the horse and a chemist’s bill.

Last and not by any means least the weather is an all-important factor—a gloriously fine week-end means an influx of orders and on Monday a stable of weary horses; but a wet Saturday causes cancellations of orders all round and loss of work which may never be made up.

To compare or contrast the efficiency of the girl instructor and man instructor is to open the way for heated controversy. It is sufficient to say that the really good girl has the greater skill and her lightness of weight tells in her favour in schooling ponies for the Show Ring. About 8 stones is the maximum weight permissible for a girl specialising in the schooling of Show Ponies, and this, of course, calls for highly skilled work. It is, in fact, a job in itself to turn out the perfectly trained, obedient pony suitable for the very small rider. If ponies were not by nature kind and tractable and if they did decide to take matters into their own hands, ‘‘woe betide’’ the small riders who have not the strength of wrist to hold them. Therefore the success of the show pony primarily depends on the skill of its trainer. There is a great opening in this side of the riding business for the girl with the right temperament, patience and understanding to specialise in the handling of young ponies.

WOMEN VETERINARY SURGEONS.

BY

FRED BULLOCK, LL.D., BARRISTER-AT-LAW,
Registrar of the Royal College of Veterinary Surgeons

Since 1920 about a hundred women have qualified as Veterinary Surgeons, and the majority of these are now in practice. Some have married and have given up the profession, others, though married, have continued in practice. Almost without exception they are devoting themselves to the treatment of the smaller domestic animals. Three or four are engaged in research establishments, only one has secured a Government Appointment as an Inspector, and one has obtained a Colonial appointment; but these are still pioneer days, and it may be that the opportunities for such appointments will increase.

The number of girls desiring to enter upon the Veterinary Course is at the moment of writing greater than the accommodation available in the Veterinary Colleges, so that it is necessary to register at least a year in advance.

Only those who have passed an examination in general

education which will admit them to a faculty in a British University are eligible for registration as veterinary students. For this purpose the School Certificate Examination may be taken, and, provided the requisite number of credits are secured—usually five—that is sufficient. Application for registration must be made to the Secretary of the Royal College of Veterinary Surgeons, 9-10, Red Lion Square, London, W.C.1, on a form to be obtained from him, and must be accompanied by the candidate's birth and educational certificate.

The course of instruction which occupies five years must be taken at one of the recognised Veterinary Colleges, which are:

The Royal Veterinary College and Hospital, Great College Street, Camden Town, London, N.W.1.

The Royal (Dick) Veterinary College, Summerhall, Edinburgh, 9.

The Glasgow Veterinary College, Buccleuch Street, Glasgow.

The School of Veterinary Science of the University of Liverpool.

The Veterinary College of Ireland, Ballsbridge, Dublin.

The curriculum includes:

1st Year—Chemistry and Physics. Biology.

2nd Year—Veterinary Anatomy. Histology and Embryology. Veterinary Physiology (including Bio-Chemistry). Animal Management.

3rd Year—Veterinary Pathology (including Bacteriology). Veterinary Parasitology. Animal Management.

4th Year—Veterinary Hygiene and Animal Husbandry (including Dietetics, Breeding, Milk Production).

5th Year—Principles and Practice of Veterinary Medicine, Materia Medica, Pharmacy, General Therapeutics, Toxicology. Meat Inspection. Jurisprudence. Principles and Practice of Veterinary Surgery. Obstetrics.

The Course commences in October and at the end of the school year in July an examination is held. If the student is successful in all the subjects she passes to the next year of the Course. It is possible in London, Edinburgh and Liverpool to take a University degree course concurrently with that for the licensing Diploma of Membership of the Royal College of Veterinary Surgeons (M.R.C.V.S.) and students who obtain a degree as well as the Diploma are likely to have a better chance for public appointments.

Cost. The tuition fees vary slightly. In London the fees are £40 a year, in Liverpool £30, in Edinburgh £26. 5s. 0d., in Glasgow £31. 10s. 0d., and in Dublin £25—but these charges are likely to be raised somewhat. There are, in addition, small charges for Library, Athletic Clubs, instruments, microscope, etc. Maintenance expenses will vary according to the students' choice of lodgings.

The examination fees are £6. 6s. 0d. a year, plus £1. 1s. 0d. for the special examination in Animal Management. On qualifying the fee for entering the name in the official Register of Veterinary Surgeons is £5. 5s. 0d. Afterwards all graduates in practice pay an annual fee of £1. 1s. 0d. to the R.C.V.S.

There are very few Scholarships available, but full particulars of these and all other up-to-date information are given in a pamphlet which can be obtained from the R.C.V.S. Aspirants should also consult the current issue of the Ministry of Labour Choice of Careers Series, No. 3, "Veterinary Surgery."

It would appear likely that the admission of women to the veterinary profession in the past 10 years has been rather more rapid than the absorptive capacity of the profession would justify, and the number entering will tend to fall off. But it is none the less true that, for small animals especially, women are likely to find a special aptitude and become increasingly successful.

Length of Training	5—6 years.
Approximate Collegiate Cost	£160 to £250.

OPPORTUNITIES FOR WOMEN OVERSEAS.

Contributed by the Society for the Oversea Settlement of British Women (Inc.).

The opportunities for women overseas within the Empire vary considerably, but women may well look beyond the British Isles when planning their future.

It is important to realise at the outset that success overseas, just as in this country, depends upon skill and hard work. Settlers must be well qualified for the particular work they intend to take up, they must be in good health and above all they must possess the right personality, that is, be adaptable, have plenty of grit and be prepared to take the rough with the smooth. A migrant of this kind not only has the enjoyment of a new environment but finds herself in less crowded surroundings where the individual counts for more and where she has opportunities which do not come to many who remain at home.

Government Appointments.

In the Self-Governing Dominions appointments in the Civil Service and under the Education and Health Departments are almost always made in the Dominion itself and often subject to a residential qualification. In the Colonies the posts available for women are practically confined to teachers, medical officers and hospital nurses. The age limit is as a rule 21—35 years.

Teachers.

For a small number of posts the Board of Education Certificate is a sufficient qualification, but for both Government and

private schools the usual requirement is an Honours Degree, together with training and experience, or a Specialist's Certificate, such as Higher Froebel, Ling, Domestic Science, Art or Music Diploma. Experience without training is seldom accepted.

The salaries are much the same as in the United Kingdom and passage is usually paid on a three years' contract.

Posts for headmistresses and inspectresses are available from time to time, and teachers of character and personality are sometimes wanted for schools for native girls.

Governesses.

Girls who are fond of children and have had a good education (to School Certificate Standard at least) can often be placed as governesses or nursery governesses in private families. Salaries range from £48 to £100 per annum, but the passage is not always paid by the employer. Overseas, a governess is sometimes expected to help in the lighter work of the house, and on isolated farms and stations the life may seem lonely to those used to crowded cities. Nevertheless, many governesses enjoy the life exceedingly, and some have passed from such a post to the management of a "Farm School" or some other occupation.

Hospital Nurses.

For appointment overseas hospital nurses must be State registered and the C.M.B. Certificate is usually required. Appointments in Government Hospitals are sometimes made in this country. There are also many opportunities for nurses wishing to take up private nursing through one or other of the excellent Nursing Associations or Institutes with which this Society is in touch in various parts of Africa. Nurses are also wanted to work under the Bush Nursing Association in Australia, and it is possible that more opportunities will develop for those with special experience in child welfare work.

Clerical Workers.

The demand for trained secretaries and clerks overseas is limited and employers seldom engage their staff from Great Britain. In normal times, however, well qualified women who have sufficient money to pay their expenses and keep themselves for a short time on arrival, obtain satisfactory appointments. Such women must be adaptable and prepared to start at the bottom of the scale if necessary, or to take less congenial work in the first instance.

Other Professions.

A small number of women medical officers are appointed under the Colonial Office each year. These must be under 35 years of age and fully qualified, and experience in child welfare work is almost invariably essential.

Trained social workers are occasionally appointed from this country and in normal times those who are prepared to undertake a short course of training overseas can generally be placed.

Opportunities for work on the land, in shops, businesses, etc., are limited, and up-to-date information should be sought.

Children's Nurses.

There is a definite demand in Africa for children's nurses, either trained or with experience, especially in the care of infants. Salaries vary from £40 to £80 per annum, but the passage is not always paid. Applicants for these posts must be very adaptable. They may be placed a considerable distance from a town and be dependent upon themselves for amusement during leisure time. They may also be asked to keep the nurseries tidy and to wash the children's clothes, and much of their success will depend upon their personality.

Household Workers.

There are opportunities for household workers in Australia, Canada and New Zealand, and for those going to Australia there is a possibility of an assisted passage, costing £11.

It is important that anyone contemplating life overseas should obtain reliable and up-to-date information. This is supplied free of charge by the Society for the Oversea Settlement of British Women, 16, Northumberland Avenue, London, W.C.2., which can also assist applicants to obtain employment, occasionally advance money for their passage, and give introductions to Committees and Correspondents overseas.

P.N.E.U. TEACHING - - - - - (see TEACHING).

PHARMACY AND DISPENSING.

BY

GWENDOLINE HINDES, M.Sc.,

Member of the Pharmaceutical Society. Vice-President, National Association of Women Pharmacists.

For the girl with an aptitude for Science and a love of hard work Pharmacy offers a congenial career. Of the twenty-two thousand odd names on the Pharmaceutical Register at the end of 1934 ten per cent. were those of women. Women still find sex a disqualification in some Pharmaceutical posts, but nevertheless qualified women pharmacists are now established in many different spheres and are doing excellent work.

There are three different qualifications at which the embryo pharmacist may aim—the Chemist and Druggist Qualifying Examination, the Pharmaceutical Chemist Examination and the degree of Bachelor of Pharmacy. There are also two post-graduate diplomas, one in Biochemical Analysis and one in Pharmaceutical Analysis. The first named examination is that taken by the large majority of candidates, but one of the other two

examinations which are of a more academic nature is necessary for a limited number of posts.

Registration as an Apprentice or Student.

A student wishing to work for the Chemist and Druggist Examination or for the Pharmaceutical Chemist Examination must send to the Board of Examiners, 17, Bloomsbury Square, W.C.1., a certificate of having passed a preliminary examination, together with a fee of two guineas. Since 1936 the Matriculation Standard has been made compulsory as the preliminary certificate, with Mathematics as a compulsory subject.

Articles of pupilage must be taken out and filed and apprenticeship served with a Pharmacist, Firm, Hospital or in the Laboratory of a Wholesale House, any of which must be recognised for the training of apprentices by the Council of the Pharmaceutical Society.

The duration of apprenticeship must not be less than two years and during that time the candidate will learn the compounding and dispensing of medicines under the supervision of a qualified pharmacist. During apprenticeship it is intended that the student shall learn the business of a Chemist and Druggist which covers a wider field than the examination syllabus.

A Preliminary Scientific Examination has to be passed, the subjects for which are Chemistry, Physics and Biology. The training for this examination must have been received in an approved institution (many Secondary Schools are included in the list of approved institutions and any intending candidate would do well to try to pass this examination from school). Exemption may be obtained from the preliminary scientific examination on the production of certain other certificates to the Pharmaceutical Society. If the Preliminary Examination of the Society is taken the fee is six guineas and a year's full-time study in the subjects will be required.

The Chemist and Druggist Qualifying Examination.

This examination cannot be taken until the candidate is twenty-one years of age. It consists of written papers, practical work and an oral examination in Pharmacy. The fee is twelve guineas and the subjects are Pharmacy, Pharmacognosy, Pharmaceutical Chemistry, Forensic Pharmacy and Physiology. The course of training must be taken at a recognised institution and extended over one year. The examinations are held four times a year; the written papers may be taken at a number of centres, but the oral and practical work can only be done in London or Edinburgh.

Pharmaceutical Chemist Examination.

The subjects and fee for this examination are the same as for the Chemist and Druggist examination, but the training must extend over a period of two years.

Degree in Pharmacy of London University.

This degree was instituted a few years ago. Manchester and Glasgow Universities also grant degrees in Pharmacy, and intending candidates should obtain particulars from the respective Registrars.

For the London Degree matriculation or an exempting certificate is compulsory; at the end of the first year's study the Intermediate examination should be taken; the fee is six guineas and the subjects are Chemistry, Physics, Botany, and Zoology or General Biology. Two further years' study are necessary for the final degree examination. The degree of B. Pharm., does not give the holder the right to practise as a pharmacist, but the extra training required for registration can be fitted in with the degree work and an apprenticeship served before or after taking the degree. Particulars of the regulations for internal and external degrees can be obtained from the Registrar, the University of London.

Higher degrees are open to holders of the B. Pharm. degree.

A list of schools and colleges approved for the various courses can be obtained from the Registrar of the Pharmaceutical Society, 17, Bloomsbury Square, W.C.1. A number of scholarships and prizes are awarded in open competition each year, particulars of which may also be got from the Registrar. A number of Fellowships are open to qualified pharmacists. The fees vary according to the school or college selected, £30—£45 being the fee for a full-time course for one year for either of the Society's examinations. During apprenticeship a small weekly wage is frequently paid, the amount increasing with each year of apprenticeship.

The Diplomas.

Candidates for the examinations for either Diploma must be qualified pharmacists before entry.

Transfer to other professions.

A number of pharmacists continue their studies and take a medical course and some exemption on account of their pharmaceutical training may be obtained at the discretion of the examining medical body. A number of pharmacists take the examinations of the Institute of Chemistry and become public analysts; others take up Dentistry, Optics and Dietetics. Optics and Pharmacy are often practised together.

Teaching.

A limited number of posts in Colleges and technical schools for lecturers and demonstrators are available and some of these posts are filled by women. The salaries are usually on the Burnham scale.

Retail.

Women may enter retail pharmacy as assistants, manageresses or if they have the necessary capital may open their own pharmacies. All the dispensing under the National Health Insurance Act is secured to pharmacists. The amount of N.H.I. work which any particular business has depends largely on the locality in which it is situated. A number of women are now running their own businesses very successfully and very profitably but for this a knowledge of first aid together with good business ability is advisable in addition to the pharmaceutical qualification.

Travelling.

The big wholesale houses have many travellers "on the road," but so far very few of these are women.

Hospital Work.

A great number of women pharmacists prefer hospital work to retail work, and the newly qualified woman who is not sure which branch she would prefer should try to get locum work of various kinds just after she qualifies, and so obtain an insight into the different sides of the profession. Many pharmacists are employed by the Voluntary Hospitals, the L.C.C. and other municipal bodies, the salaries varying from £200 to £500. In some cases the hospital pharmacist also gives lectures to the Nursing Staffs and may also get some Bacteriological work to do.

Work in wholesale houses.

A number of qualified women are employed in wholesale houses in office work, in supervising factory hands, in research work and in manufacturing process work.

Posts abroad.

A number of hospitals and firms abroad employ British pharmacists and women have held interesting appointments in India, South Africa, Palestine and other places. Reciprocity registration can be arranged in most countries on payment of a fee.

Registration.

Any Pharmacist on passing the Qualifying examination is required to pay a registration fee (to be repeated annually and known as the retention fee) in order to have her name placed on the official register of the Pharmaceutical Society. This regulation has been necessitated by the passing of the Pharmacy and Poisons Act, 1933. With the passing of that Act the Pharmaceutical Society ceased to be a voluntary body and membership is now conferred by law on every person registered as a pharmacist.

Any person considering taking up Pharmacy as a career should first communicate with the Registrar of the Society. The educational curriculum is undergoing changes which are rendered

necessary by the advance of scientific and medical knowledge and the improvement of manufacturing processes, and it is essential to keep up to date with these alterations.

There is a National Association of Women Pharmacists which runs an Employment Bureau for its own members who must be qualified women; this Bureau also helps girls wishing to become apprenticed to find suitable employers.

The official Journal of the Society, the Pharmaceutical Journal, and the Chemist and Druggist are published each Saturday and both have advertisement supplements in which vacant posts and apprenticeships are advertised.

Dispensing and the Society of Apothecaries and "Hall" Examination.

This examination can be taken by girls of eighteen years of age and consists of two parts—a practical examination in dispensing and an oral examination in Chemistry, Pharmacy, Materia Medica and the reading of prescriptions. The fee is six guineas and the course of training lasts nine months. Particulars of the examination may be obtained from the Registrar, Society of Apothecaries, Blackfriars, London, E.C.4.

The holders of this certificate usually take posts as doctors' dispensers and may be required to keep books and do simple dressings. Some work in hospitals and shops, and nurses and others going out to the mission fields find this examination useful. Salaries vary from about two guineas to three.

Length of Training	3 to 4 years for Pharmacy. 9 months for Dispensing (Hall Certificate).
Cost of Training	£30—£45 per annum for the years spent at College in training for Pharmaceutical Examinations. £20 (average) for 9 months' course for the Hall Certificate.

COMMERCIAL PHOTOGRAPHY.

BY

K. E. BAZELEY, A.R.P.S.,
Instructress at the Polytechnic School of Photography.

Broadly speaking, Commercial Photography might be described as any form of professional photography other than pure portraiture, press work, and the type of work known, rather vaguely, as "pictorial."

There are three essential qualifications for a successful commercial photographer; the first is a really sound knowledge on all points of photographic technique; the second, a fund of patience and carefulness, and the third, a certain amount of imagination and originality. Naturally, certain types of commercial work are more suitable for women than others; but there is nothing in this type of career that cannot quite well be undertaken by the average woman, and a good commercial photographer should be able to tackle almost any technical problem that comes her way.

The commercial photographer's best customers are the users of advertisements, and the greater number of the readers of these appeals are women. Therefore the first and most obvious form of commercial work is advertising. For this the worker is enormously helped if she has plenty of originality and a certain amount of artistic ability. Ideas are the rarest goods the photographer has to sell, and are paid for at a correspondingly high rate. But no amount of them will be of the slightest use unless she has taken the trouble to learn technique, as the execution of ideas should be as good as the ideas themselves. Advertisements may be roughly divided into two kinds; those pictures containing figures which may here be called "Commercial Portraiture" and may be taken to include fashion work, and those advertisements which are composed of purely "still life" subjects. Most commercial portraiture and fashion work requires a large portrait studio so that 'sets' can be built as backgrounds. The equipment to do this work on a large scale would be rather costly, and it is usually undertaken by large firms, specialists, or portrait studios. For the average person setting up a purely commercial business, it is not a feasible proposition to take on this type of work unless she is certain of enough work to pay for the rather more elaborate equipment required.

On the other hand, "still life" work can be done quite well with the equipment that any commercial photographer is bound to have. It requires care and thought as each thing in the photograph must be lighted to look its best, the whole must be arranged in a pleasing composition, and lastly the picture must tell its own story. Catalogue illustration is a ready source of work for the commercial photographer. Here the great essential is a first-class straightforward photograph which shows the article at its best and gives a really truthful representation of its shape and proportions. As a rule, the advertiser does not want unusual view-points, startling arrangements, or striking backgrounds for this type of work. It is, of course, important, to give the advertiser what he wants and not what the photographer thinks he should have.

The term "commercial photography" covers a large amount of work that is not done in the studio at all. Although outside work has always been regarded as rather more within the sphere

of a man's activities, a number of women nowadays undertake it quite successfully. The photographing of both the interiors and exteriors of private houses, shops, and almost any other type of building, though exacting, is as suitable for women as for men. It involves a thorough understanding of the cameras and lenses, used and the principles involved in exposure, but after some experience the photographer should be able to deal with it quite well. Photographing machinery, furniture, pictures, and many other objects is often done also in this way, in factories, shops and private houses. For all this type of work it is necessary to have an equipment of portable lamps or flashlight to help exposures. There is one more side to commercial photography which must not be neglected, that of the retouching and finishing. As a rule, far more work is done on commercial negatives and prints than on portraits. If the photographer intends to do this work herself, she must have months of practice, as it calls for considerable skill. Unless blocking out, retouching, and aerograph works are all familiar to the photographer, it is necessary to employ an experienced retoucher, or to send the work out to be done.

The printing of commercial negatives should also be carefully carried out, and the photographer who intends to do all this work herself should first acquire as good a technique in her printing as in her negative making.

There are two courses open to people who wish to learn commercial photography. One is to get apprenticed to a photographer, and the other to learn the necessary technique at a school. The apprenticeship has the advantage that the learner is working from the beginning under trade conditions; but it has also the disadvantage that often it is no one's particular business to teach her, and also that often she only learns one branch of the business. In a school a student can obtain a thorough knowledge of the groundwork in all branches before she comes to specialise, but, of course, she has no idea of working conditions in a studio. An alternative method is to get employment at a very small salary, and to take evening classes to extend one's knowledge. Classes are held in this subject at various technical institutes and Polytechnics, including the following:—

Day and Evening Classes.

The Polytechnic, Regent Street, London, W.1.

Manchester Municipal College of Technology, Sackville Street, Manchester.

Bloomsbury Trade School, Queen's Square, W.C.1.

Reimann School, Regency Street, S.W.1.

Evening Classes.

Bishops Road Council School Evening Institute, Bristol.

Battersea Polytechnic.

Chelsea Polytechnic.

School of Photo-Engraving, Bolt Court, Fleet Street, W.C.
Northern Polytechnic.

Borough Polytechnic.

Woolwich Polytechnic.

Harrow Technical Evening Institute, Station Road,
Harrow.

It is advisable for anyone intending to set up her own studio to take a position for a short while first with a reliable firm, so that she may gain a little experience. After this, she should be ready to manage her own business. In the choice of a studio and equipment so much depends on the type of work she intends to do and the amount of capital she has, that it is useless to attempt to give advice on the subject. After her training, however, the photographer should be quite competent to choose her requirements. On the whole, the equipment needed to start a commercial studio need not be large:—one or two field cameras, the size depending on the type of firm the photographer will work for, a few suitable lenses, and possibly an enlarger, can nearly all be bought second-hand. Although a daylight studio is unequalled for many types of work, artificial light would have to be installed, whilst dark-room equipment, chemicals and materials would complete the list of outstanding needs.

One important point for the woman who will be owning a studio is a knowledge of business methods so that she can keep her books properly. Otherwise it is hopeless to attempt to make her business pay. She must also keep herself up-to-date both in her ideas and her apparatus. She must also try to keep in touch with the trade, and with potential customers, since these will not seek her out. The onus is upon the photographer not only to ask for orders but to produce evidence of her capabilities. To this end a portfolio of high quality specimens of varied subjects is a prime necessity. It is also wise to join a recognised body, such as the Institute of British Photographers, and to read any trade papers available.

For those photographers who do not intend to set up their own business, the prospects of employment are very varied. Even after training they will probably start at a salary of only thirty to fifty shillings a week, and from there onwards matters depend entirely on themselves. A woman showing skill and initiative has every prospect of rising to a good position with a reliable firm and of making a real career of her work, but for those who are content merely to do just what they must, there is too much competition for any hope of success.

Length of Training From 1 year.

Cost of Training From £12 a year.

PORTRAIT PHOTOGRAPHY.

BY

DORA HEAD, F.I.B.P.

Of the many branches in the ever-widening field of Photography that of Portrait Photography is the one in which a woman can most happily express her temperament and her gifts. If one dares differentiate (in the most general way of course) between a masculine and a feminine temperament, one would grant women patience, an instinctive appreciation of another person's state of mind and a sympathetic aptitude to deal with anyone who is ill at ease. These are the fundamental qualities which make the successful Portrait Photographer; they, unlike the rest of the equipment, cannot be taught in schools and can only be imparted by experience if they are not already inherent in the person concerned.

Next in importance comes a pictorial sense, an appreciation of form, tone and line, a feeling for a picture. This sense can be vastly improved both by actual study and by cultivating the seeing eye in daily life.

Beyond these two more or less abstract aspects the field is concrete enough. The technical equipment required is considerable and must be acquired either at a School of Photography or by going through an Apprenticeship at a Portrait Studio.

The most prominent Schools are The School of Photography at the Polytechnic Institute, Regent Street, London, W.1, and the L.C.C. Bloomsbury Trade School for Girls, Queen's Square, W.C.1. The Polytechnic has a comprehensive one year's course of day training for students over 17 in all subjects at an approximate cost of £17 per term, with an extension course of another year for Students doing special work. Then there are the Polytechnic Evening Classes in the various subjects for those already engaged in the profession either as Apprentices or as Assistants. The fees for the Evening Classes vary between £1. 10s. and £2 per term per subject. The Bloomsbury Trade School offers a two-years' training in all photographic subjects to girls between the ages of 13½ and 15½, together with continuation classes in ordinary school subjects, at a fee of £1 5s. per term for Students domiciled in the London area, or, alternatively, a Senior course of one year for girls from the age of 16 with Secondary or Central School Education, at a fee of £4 per term. The retouching and finishing taught at this School is excellent, and a Student should find it easy on completing her course at either of these Schools, to graduate to a good Studio as an Improver where she could gain the necessary experience to become a fully-fledged Assistant.

The other way to gain the necessary training in the photographic profession is to go through an apprenticeship at a Studio. Providing a suitable firm can be found, this is in many ways the best plan of all, for it trains the Photographer-to-be in business methods while imparting technical knowledge and enables her

to cope with busy periods when work of high quality has to be produced in a limited time.

The intending Apprentice and her Parents must bear in mind that the style and character of her future work will unavoidably be strongly influenced by the kind of photographs in the production of which she is being trained and should therefore find a Studio doing sound work of a technically, pictorially and ethically high standard.

This training for a girl just leaving school would occupy three years, or in the case of a girl who has had some Art School tuition it could be condensed into two years and the Premium varies from £50 to £100. In some cases, as in my own, this is returnable in weekly payments. In an Apprenticeship it is most important that the girl should be enabled to gain equal experience in all the processes which go to the making of a photograph, although she may show greater aptitude for some than for others. It would be quite possible for her to specialise in negative retouching or in projection printing and she could get a position in either of these branches, but if she should ever have her own Studio or be promoted to the management of someone else's, she must be thoroughly conversant with all aspects of the work and must be able to produce the finished photograph unassisted.

It is well for a young girl taking up this profession to bear in mind that a photographic print is the result of a number of painstaking and careful processes among which the part which the camera plays, though the most important, is definitely one which takes comparatively little time; therefore her services will in all likelihood be required for the making of photographs far more continuously than for the taking of photographs. Some of these operations, notably finishing, require great patience and application, and a girl with a longing for the spectacular may find them tedious at first. Of darkroom work the development of the negative is a mechanical process which calls for conscientiousness and exactitude, whereas printing is most interesting and creative work, calling for a high degree of pictorial judgment. The road to actual Studio work will probably lead via the rendering of assistance during children's sittings to the operating of the camera and in this capacity the Student should be able to develop those intuitive qualities which will make her a successful master photographer. On the other hand she may have to learn that her particular talents are better employed not in direct contact with the Sitter, but in the photographic workroom, where only skill perfected by experience, and intelligence combined with a sincere interest in the work which is being produced will make her into an invaluable and indispensable member of her firm.

Length of Training	One to three years.
Cost	£12 to £100.

THE POLICE SERVICE.

BY

D. PETO, O.B.E.,

Superintendent, Women Police, Metropolitan Force.

Women wishing to join the Police Service often do not realise that the term *Service* includes a large number of separate *Forces*, each controlled by its own Police Authority, and each administrated by its own Chief Constable.

The Police Authority for County Forces, of which there are 60 in England and Wales alone, is a Standing Joint Committee of the County Council and the County Magistracy. The Police Authority for each of the County-Borough, Borough and City Forces, of which England and Wales have 121, is the Watch Committee, composed of Town Councillors and Magistrates. In old days the term "Chief Constable" was reserved for the Chief Officer of County Forces, the term "Head Constable" being used by Cities and Boroughs; indeed, the term "Head Constable" was in use until quite recently in the City of Liverpool. The Railway Companies also have Police Forces, each controlled by a Chief of Police. There are also River, Dock and Canal Police.

The Metropolitan Force, which polices the Counties of London and Middlesex, and adjacent parts of Essex, Hertfordshire, Kent and Surrey, is the only force directly controlled by the Home Office. Right in the centre of the Metropolitan Police District is found the City of London Police Force, which is controlled by the Common Council of the City of London. These two forces—the Metropolitan and the City Police—are each under the command of a Commissioner of Police. The term "Chief Commissioner"—beloved of fiction-writers—does not exist in the Police Service.

The size of Police Forces ranges from the Liberty of Peterborough, with 10 men, to the Metropolitan Force with nearly 20,000 men and women. Quite a number of the smaller Cities and Boroughs have Forces of under 100 men. This diversity makes it difficult for a would-be woman constable to set about securing an appointment. Moreover, it is not every Force which employs women police. According to the latest available returns, 45 English Forces employ between them 224 women police, of whom 108 belong to the Metropolitan Police; Wales employ none; whilst in Scotland eleven Forces employ a total of 36 women police. Further information can be secured by buying a copy of the current Report of H.M. Inspectors of Constabulary, price 9d., and studying Table 1, in which will be found the number of women police, attested and non-attested, in each Force. A simple, if somewhat tedious, method of discovering a vacancy is to take this list and write to the Chief Constable of every Force in the desired neighbourhood, offering your services,

and stating your qualifications. Vacancies are sometimes advertised in the Press, particularly in the various Police publications, and voluntary organisations interested in promoting the employment of women police are also likely to know of vacancies.

Every intending woman constable should get a copy of the Police (Women) Regulations, 1933-37, and study its contents. Here she will find the Regulations governing discipline, duties, promotion, etc.; and at the end she will find a list of the principal duties upon which women police are apt to be employed. These Regulations apply to every *attested* woman police officer throughout the Service; and with the exception of such points as age and height of recruits, and of pay, they approximate very closely to the regulations laid down for men police.

To assist women wishing to enter the Metropolitan Force a booklet is issued containing full details of the conditions of entry and service, and a sample set of questions for the preliminary examination. Women holding certain educational certificates are exempt from the preliminary examination, but all candidates must pass the medical examination, the intelligence test, and the Selection Board.

The statutory age of entry is between 22 and 35, but the Metropolitan Force does not admit women under 24 years of age; they must be not less than 5ft. 4ins. in height (stocking feet), and must have good eyesight without wearing glasses for out-of-door work. Good feet and teeth are also a very important qualification. All recruits must be natural-born British subjects, of parents who were natural-born British subjects of European descent.

The scale of pay for Women Constables is fixed by Statutory Regulation at 56s. to 80s. by annual increments of 2s. a week, plus uniform, etc.

The pay of W.P. Sergeants and Inspectors in the Metropolitan Force is as follows:—

Sergeants 90s. to 100s. a week by annual increments of 2s. 6d. a week.

Inspectors 104s. to 145s. a week by annual increments of 4s. and 5s. a week. In addition rent-aid, or its equivalent in accommodation, is received by Metropolitan Women Police of all ranks.

Pensions are provided for by the Police Pensions Act, 1921, as follows:—Half-pay on retirement after 25 years' service; two-thirds pay after 30 years' service. A proportionate rate is paid to officers reaching the age-limit before completing 25 years' service.

Pensions or gratuities according to length of service are paid on retirement due to infirmity.

Since so much information can be gleaned from the M.P. booklet, I shall turn my attention to points not included or only slightly touched on within it.

In the Metropolitan Force the large majority of the women

police are attached to the Uniformed Branch. This does not mean that they always do duty in uniform: on the contrary, many duties may fall to their share to be performed in plain clothes, such as escorts, enquiries and observations; they may also be required to act as reserve officer at Police Stations or court officer at Juvenile Courts; but beat duty in uniform, either in streets or open spaces, is recognised as one of the primary duties for which they have been appointed. The value of women officers on uniformed beat duty is not readily appreciated by those unfamiliar with street life from the angle of the pavement. Yet the woman constable on the beat—given intelligence, vigilance, and promptness of action—certainly forms the “first line of defence” for youth and inexperience, and for the maintenance of standards of decency and order. The best woman officer is the one who can not only deal competently with girls in need of care or protection and with girls missing or stranded, when brought to her notice in an office, but can find such cases for herself when engaged on ordinary beat duty.

Before appointment as women constables, recruits go to Peel House, where they spend eleven weeks with the men recruits in a course of practical training. Having been “posted” to Divisions, they are attached to Stations under the direction of women sergeants, although, like the men, they are under the ultimate authority of the male Divisional Superintendent. For two years the women remain on probation, taking examinations at six and twelve months during their first year, and, during the second, attending a three-weeks’ continuation course for women officers only, dealing with technical and social aspects of their work. Opportunities are also given them during this year, of securing experience on other Divisions, and of assisting in plain-clothes observations, so that by the end of their probation they should be all-round officers able to undertake responsible duties in any part of the Metropolitan Police District where their services may be required.

During the probationary period women constables are usually required to live in a police section house. These are run on the lines of a residential club, with a sergeant in charge, and the cost to residents is very moderate. After probation is ended—or in some cases before—women constables are liable to be transferred to more distant Stations, and to be required to find their own accommodation within easy reach of their work. They then receive rent-aid in addition to their pay.

Women “posted” thus to outer Divisions usually find the greater part of their time taken up with enquiries, escorts, observations and court duties. If they show aptitude in taking statements from girl witnesses against whom offences have been committed, this work may also be given to them. Others, again, may be lent for a period as “aides” to the C.I.D.

The women officers permanently attached to the Criminal

Investigation Department are recruited from women with not less than two years' service in the Uniformed Branch, who show special aptitude either in dealing with girl victims and witnesses in sexual offences, etc., or in observation duty in relation to crime.

Women police with four years' service begin to think about promotion; and if they pass their technical examination, they usually find themselves back again at a central Station—this time to assist in the training of probationers. On completing five years—given the right abilities—comes attendance at a promotion course with men of the same rank, then promotion to Sergeant, and appointment to a Station, or to a Division comprising several Stations, with control of a group of women constables. Alternatively, the W.P. Sergeant may find herself assisting the W.P. Inspector in the general supervision of women police in one of the four Metropolitan Police Districts (each comprising several Divisions), with intervals of employment on plain clothes observation duty.

For the most promising Sergeants, if equipped with a First Class Civil Service educational certificate (which may be secured during service), comes presently the technical examination for Inspector, and, when the vacancy occurs, promotion to that rank, after attendance at a promotion course for Inspectors with the men.

Women Inspectors hold a very responsible position, for upon them depends, to a large extent, the development of women police work. In this they co-operate with the Superintendent, Women Police, whilst reporting also to the Deputy Assistant Commissioner in charge of the District, and to the Divisional Superintendents under him.

There are six Inspectors in the Metropolitan Women Police Establishment. Of these, four are allotted to Districts; whilst two, of a higher grade, are attached respectively to the staff of Superintendent, Women Police, and to the Criminal Investigation Department.

At the present time, a group of women recruits is being admitted to the Metropolitan Force every eleven weeks, a considerable augmentation being in progress. These recruits include women of very varying education and previous occupation. As a rule, it is found that the best policewoman is the one who possesses, not only the right characteristics, but some previous experience of social work amongst women and girls. To some extent, however, successful police officers are born as well as made, and applications are therefore considered from women without such experience, provided that they show some wish to fit themselves for public service. The qualities most to be desired in officers are integrity, judgment, self-control, initiative and sympathy, combined with an efficient manner and appearance.

The uniform worn by the Metropolitan Women Police consists of a blue serge tunic and skirt, white shirt and black tie, a helmet to withstand rain and sun, and, in summer, plain black walking-shoes. In winter boots, carefully fitted and of soft leather, are worn, and a great-coat.

Of the work of Provincial Women Police it may be said in general terms that the small number of women employed tends to make their work more varied, but to give less prospect of promotion. Beat duty plays a smaller part; training, both theoretical and practical, is less easy to secure. To remedy this last point, the Home Office has approved that the Metropolitan and the Birmingham Police shall both act as training centres for women police of other Forces if their Chief Constables wish to send them for this purpose. The training thus offered includes two or three weeks' practical experience as well as the preliminary course of instruction.

No account of Police Work as a career for women would be complete without an attempt to estimate its value. In other words, is police work by women worth while to the community and to themselves? Emphatically—Yes!

Nobody who is not closely associated with the Police has any conception of the variety of circumstances in which women and girls and children come into contact with the Force,—and in which the assistance of a trained woman officer is desirable and often essential. As regards the women police themselves, there is no doubt that those who have a gift for police work seldom want to give it up. It has its days and even weeks of monotony, but it has also its sudden calls for resource, for tact, for resolute action. The innumerable contacts with humanity—the safeguarding of errant youth—the challenge of crime and delinquency—these are the strands which, woven into the fabric of a disciplined and often exacting life, constitute its attraction. For some there will be the added interest of administrative duties as Sergeant or Inspector. Others, though they may not seek—or may not secure—promotion, find satisfaction in the variety and responsibility that nevertheless come their way as their experience increases.

POLITICAL CAREERS FOR WOMEN.

The field of politics offers a scope and interest wider perhaps than any other which the enlightenment of modern times has opened to women; but it is not altogether easy to-day to answer the young woman who asks whether she would be wise to enter upon a political career.

Before making a single step towards it, she must certainly be acquainted with, and hold a sturdy faith in, the doctrines of one of the three political parties, and, at the same time, be aware of the arguments put forward by the other parties which she disavows.

Again, to have the right temperament is a vital thing; it is impossible to be too emphatic upon this point. She must be enthusiastic, and of a stoutly optimistic disposition; patience and tact need to be hers, and the necessary complement of these, a thick skin. Above all, she must be able to combine the ability to face drudgery with a willingness to take risks, and meet sudden crises with competent originality.

One warning it is only fair to give. Notoriously the political career is an uncertain one. Disappointments and successes are equally likely to come, with unexpected suddenness. History has shown again and again how impossible it is to forecast the result of any general election. It may not be an easy matter, either, to step out of a political career into a different one, and the taint of party bias is apt to pursue the ex-politician, unjustly enough, as a rule, but to the detriment of her value on the labour market. If, therefore, the seeker after advice has ties which make a safe and permanent post essential to her, and cannot afford the luxury of the adventurous life, she should shun polities altogether as a means of earning her living, and give what time she can, voluntarily, to helping her party.

To the young woman who is free in her choice of a career, and who has the temperament which has been indicated, the life offers an interest whose vividness can hardly be found elsewhere. In spite of the drudgery which may have to be endured on occasion, there is an almost unlimited sphere for the use of initiative, there is opportunity for coming into contact with people of every conceivable type and of putting their varied abilities to the use demanded by the events of the moment, and there is the chance of experiencing the detailed workings of the political machine. To those with a talent for public life, it may afford the opening to a great future.

Training.

There is room in all the political parties both for the University woman and for the woman whose training has had to depend to a greater extent on experience alone.

The girl who leaves school at the age of 17 or 18 and who need not at once earn her living, can usefully prepare herself in one of several ways. If she wishes to have the qualification of a University degree and can go to College, she cannot do better than study economics, history or law; knowledge of all these subjects will be invaluable to her later. She should also take advantage of the opportunities which her College Debating Society will offer her of learning to speak in public. Again, a knowledge of social conditions will be a great asset; in fact, it becomes a necessity for the political worker in an industrial area. A Social Science Diploma, therefore, as an alternative to a University degree is a valuable qualification. In any case, some form of practical social work will give the student, whatever course she may be taking, a

sympathetic understanding of some of the problems which legislators have to tackle, and a first hand experience of those conditions of life which it must be the aim of every thinking woman to alter, where possible, by legislation.

In addition, most district organisations now require the Agent's certificate of the party concerned for a full-time paid post.

If such educational training as this is not within her reach she may be able to undertake a course of study, at a recognised institution, or by private reading, of secretarial and business methods, and of committee work, which will stand her in good stead. At the same time she can gain practical experience by voluntary social or political work.

The young woman who cannot afford to do any of these things need not altogether despair if she is sufficiently determined. If she has had to leave school early and enter business, her work will have given her training which will help, and a great deal can be learned by giving voluntary help to the local organisation of her party in the constituency where she lives. The local offices of her party will always be able to make use of volunteers both between and during elections, and as a general training this method is invaluable. It may be door-step work, canvassing or distributing literature or clerical work, or employment as chairman or speaker at a meeting. It is always useful for an organiser (and most political posts involve organisation) to have done herself the type of work she is likely to be asking other volunteers to undertake.

Posts open to Women in the Conservative and Unionist Party Organisation.

BY
DOROTHY SPENCER, M.A.

Secretary, Central Women's Advisory Committee, and Joint Honorary Secretary, Conservative and Unionist Examination Board.

The most important sphere of paid work open to women in the Conservative and Unionist Party Organisation, leaving on one side purely clerical appointments, is that of organising.

A woman organiser is required to hold the Certificate of the Conservative and Unionist Examination Board, which entails passing a Preliminary Examination and a Final Examination, in addition to seven months' full-time training.

An organiser has to undertake responsible work in connection with the organisation of women's branches and with maintaining and increasing their activities.

At the end of 1938 about 120 constituencies were employing full-time certificated women organisers whose salaries averaged, according to experience, from £200 to £250 a year, in addition to travelling allowances. In a few instances a salary of £250 to £300 a year is paid.

A limited number of appointments are made directly by the Central Office both at headquarters and in the twelve Areas into which England and Wales are divided. These are filled from among the certificated women organisers and are the highest posts open.

There is also paid work for canvassers (or "missioners") and speakers, but this is only part-time, and the amount available depends on the applications received by Headquarters.

Canvassers or "Missioners" require only a brief training and are sent, on request, to constituencies for periods of a few weeks or a few months. Their work consists principally of house-to-house visiting for the purpose of working up meetings and enrolling members. They are paid according to the weeks they are employed.

Speakers are also supplied on application from the constituencies and receive fees in accordance with the number of meetings addressed. A speaker requires to be trained by classes and practical experience and needs also detailed and up-to-date political knowledge.

In addition, the junior branches of the Party Organisation offer a few paid openings. The Junior Imperial League employs several Area Organisers (men and women) who are recruited from the active honorary workers for the League.

Young Britons (the Children's Organisation) similarly employs Women Area Organisers, who are required to be certificated.

It is necessary to emphasise that political work, especially that of organising, calls for very special personal qualities, besides training and a good general education. It requires a high degree of enthusiasm, perseverance, tact and patience, together with a capacity for understanding other people's difficulties and problems.

Fuller details may be obtained by application to the Conservative and Unionist Central Office, Palace Chambers, Westminster, S.W.1.

The Liberal Party.

BY

MARGARET HARVEY, M.B.E., M.A.

Secretary, Women's Liberal Federation.

In the Liberal Party most of the work is done by volunteers; and even for the salaried posts there is no better qualification than a training as a voluntary worker in a constituency organisation.

The main openings for women on a paid basis are as follows:

Constituency Organiser. To organise the women voters in a constituency chiefly by establishing branches of Women's Liberal Associations and securing women members of the general Liberal Association. The organiser helps the honorary officers to

arrange meetings for women, finds speakers to address them, plans study circles, social gatherings, etc., canvasses, and calls on women in their homes. She must have general organising ability and be interested in people. It is a help if she can address a women's meeting herself or, better still, if she can train others to become speakers, chairmen and officers. A knowledge of simple office routine is necessary. In country constituencies it is useful to be able to drive a car.

Area Organisers. Experience of constituency work is essential before applying for an area post. In the Liberal Party Organisation there are eleven area federations in England and Wales and in each of them a travelling organiser is appointed to supervise, organise and to give help and advice to the constituencies within the district.

Agents. Women are taking their place beside their men colleagues as constituency agents. The agent acts as general secretary and organiser to the local Association. Some office and secretarial experience is essential and a knowledge of election law and procedure. A training course can be taken by correspondence; at the end of the course the candidate may sit for the examination of the Society of Certificated Associated Liberal Agents. Students satisfying the Examining Board receive the certificate of the Society and are qualified to obtain posts as Liberal Agent in a constituency during the period between elections, and to act as Agent for a Liberal candidate at an election. Useful practical experience is gained by acting as a voluntary worker in by-election campaigns. Information on the training course may be obtained from the Secretary, Liberal Central Association, 23, Gayfere Street, London, S.W.1.

Secretaries. Vacancies for Secretaries are not numerous. There are secretarial appointments in the headquarters' offices in London and the chief provincial centres, but posts as secretaries to Members of Parliament are few and there is great competition. For political Secretarial work some knowledge of politics and organisation is necessary as well as the usual secretarial qualifications and experience.

The Labour Party.

BY

MARY E. SUTHERLAND, J.P.,
Chief Woman Officer.

In the Labour Party there is a Chief Woman Officer in charge of the Women's Department and of women's organisation in the country; there are nine District Organisers in the country responsible for supervising women's organisation in fairly extensive areas, and there are women employed in various grades of the Head Office Staff. Membership of the Party is necessary for every member of the staff.

Most of the work on the women's side of the Labour Party, as in the Party generally, is done by voluntary workers. The Labour Party Women's Sections, of which there are 1,650 in the country, Constituency Central Committees or Federations of Women's Sections, and Labour Women's Advisory Councils which co-ordinate the work of the Women's Sections over a number of constituencies, sometimes covering a whole county or part of a county, are all officered by voluntary officials.

The Advisory Councils in a number of areas conduct Schools of a week's duration, and residential Week-End Schools are a regular feature of their work. Schools are held for the education of the women members of the Party in Party policy and general political problems, and not particularly for the purpose of training people for full-time jobs. Many One-Day Schools and Monthly or Weekly Classes are held for the same purpose.

Correspondence Study Courses in Electoral Law and Organisation are available to Party members, both men and women.

There is a full-time Party Agent in a considerable number of constituencies, and in some cases these are women. Such posts are open both to men and women.

In making appointments to the administrative or organising staff, consideration is given to the applicant's ability, and also to her knowledge of the Movement and to her record of service as a voluntary worker.

POULTRY HUSBANDRY - - - - (see AGRICULTURE & HORTICULTURE)

THE PRISON SERVICE.

(*This article is published with the permission of The Prison Commissioners.*)

This Service has never attracted very large numbers of educated women to its ranks, partly because it is little known to women seeking employment, and partly because there are many who still hold the erroneous opinion that women who are committed to prison must be very degraded and difficult to deal with and that close contact with them must be demoralising and depressing. There are, however, women from all grades of Society in a Women's Prison, many of whom are unfortunate victims of insufficient control combined with unhappy circumstances and environment. The nature of the work should attract those who combine sympathy and a desire to do good with some power to lead and control. They have under their care human lives which have come to grief, a number of separate individuals, each differing from all the rest, and alike only in having to be segregated from their fellow citizens for a time for offences against the laws of their country.

Qualifications.

Prison Officers must be between the ages of 24 and 35 and they must be natural-born British subjects. They must be at least 5 feet 3 inches in height and candidates should be single women or widows without home ties. They must be of good health and physique and should possess integrity of character. Preference will be given to a certain number of candidates with special qualifications, e.g., those with a practical knowledge of a trade or industry, those qualified to act as instructors in physical training or to take educational classes, or those with previous experience of posts of responsibility and control. No special standard of education is insisted upon, e.g., Matric. or similar qualification, but candidates must be able to pass a simple examination in writing and arithmetic conducted by the Civil Service Commissioners. Certain enquiries as to character, etc., will also be made. If the result of these enquiries and of this examination is satisfactory, a Civil Service Certificate will be issued in the candidate's favour.

Training.

Candidates who are selected and who have passed the necessary medical examination go for their training to a Special Training School. They are accepted as probationers in the Service and they are on probation for twelve months. If, at the end of this period, they have proved themselves to be efficient and responsible and they have completed both the course of training and the whole of the twelve months' probation to the satisfaction of the Commissioners they will then become permanent officers in the Prison Service.

Pay and Living Conditions.

The pay for a Subordinate Officer commences at 45s. a week and rises by annual increments of 2s. 6d. to 67s. 6d. per week plus free furnished quarters, fire and light, washing, uniform, medical attendance and medicines. These allowances, together with the Officer's salary, make the total value of her office on appointment about £3. 1s. 0d. per week. The living conditions of an officer in the Prison Service may be described in the following words taken from a pamphlet which has been issued recently by the Prison Commissioners: "A good deal has been done in recent years to improve the accommodation, and women officers have now comfortable quarters whether within the established enclosure or outside it. The authorities give permission to any woman officer who desires it to live outside and make her own arrangements, subject only to this condition, that if by doing so she so leaves a Government quarter vacant, she cannot be paid the allowance in lieu of quarters which she would otherwise receive." The life of a Woman Officer can be a very agreeable

one, if she will only make it so, as she has opportunities of joining in with the various social activities which are arranged at some of the establishments in which rooms are set aside for social gatherings, acting, dances, etc. Libraries, and at some establishments tennis courts, are also provided for the use of the officers.

Working Hours and Leave.

An officer is on duty for 96 hours per fortnight, i.e. at the rate of 8 hours per day for 6 days a week and she is usually off duty on alternate week-ends. Her working hours are also so arranged as to allow her ample opportunities for recreation. A liberal allowance of annual leave—which is increased after 10 years of service—is granted to all those who are in Prison Service, as they receive 16 working days with pay, in addition to Christmas Day, Good Friday and the King's Birthday, as well as half a day on each of the four Bank Holidays. If, however, an officer should be on duty on these holidays, she is granted time off to make up for them.

The knowledge that a pension is provided after a requisite number of years of service should be an added inducement in determining a woman in the choice of her career. An officer in the Prison Service is eligible for a pension after ten years' service and receives a full pension at the end of 30 years' service. She may retire on a pension when she is 55, but this becomes obligatory when she is 60. If, however, her health should demand it and she can produce satisfactory medical evidence that she is permanently unfit to continue in the Service, she may retire on a pension before she has reached the age of 55. If, after she has served 6 years she should resign from the Service in order to marry, she may be granted a gratuity of one month's pay for every year of service.

House Matron in Borstal Institutions.

Another position which may be included in this article on the Prison Service, is that of a House Matron in one of the Borstal Institutions for young offenders between 16 and 23. Candidates must be single women or widows without home ties. They must be natural born British subjects and between the ages of 35 and 50. A prospective House Matron must be in good health and she should have had some experience in duties similar to those of a school matron; some personal knowledge of the life and interests of working class boys is also desirable. The pay for a House Matron is 70s. per week, rising by two annual increments to 75s. per week, with a special allowance of 3s. 6d. per week; she also receives free furnished quarters, light, fuel and washing and an allowance in lieu of uniform, and her post is subject to the usual Civil Service Superannuation Scheme.

Prison and Borstal Nursing Service.

The value of the Prison Nursing Service must not be overlooked and this article would not be complete without a few words on this Department of the Prison Service. Candidates should be between the ages of 26 and 38, British subjects, single-women or widows, and must be sound physically and at least 5 feet 2 inches in height. They must be State Registered nurses holding certificates of three years' general training, together with the certificate of the Central Midwives' Board. A nurse will have an additional qualification if she should possess the certificate of the Medico-Psychological Association. The Sister will spend the first six months of her service being instructed in duties of an out-patient character. She will also be required to know and perform various necessary discipline duties, and she will undergo an examination in them at the end of six months. Nursing Sisters start at £140 per annum and rise to £175 per annum, and Principal Sisters commence at £190 per annum and rise to £210 per annum. Furnished quarters, which include separate bedrooms, are also provided, together with coal, light, laundry and medical attendance. Uniforms are provided at the end of six months, on the attainment of a certificate of efficiency. Appointments are temporary for 12 months and after this period, if a Sister should wish to remain in the Service, she will then be required to take a simple examination on subjects of general education which is set by the Civil Service Commission; when the candidate has received this certificate she is then eligible for permanent employment, and temporary service is reckonable as to one half for pension purposes.

How to Apply for Appointment.

Application forms may be obtained from the Secretary (Staff Branch), The Prison Commission, Home Office, Whitehall, London, S.W.1, from whom further details on how to enter the Prison Service may also be obtained.

PRIVATE SECRETARY - - - - -

(see SECRETARIAL WORK)

PROBATION WORK.

BY

PAMELA GUEST.

Probation work has now become a recognised department of public social service, and as such merits the attention of all who are concerned with the choice of a suitable career; but let no one try to undertake it unless she has a sense of vocation strong enough to keep her from being daunted by the grim side of life with which she is brought into frequent contact. Whilst probation officers are not now recruited from any particular denomination, it is difficult to see how a person with no faith could continue for long to escape from overwhelming depression. Social workers

are accustomed to expect no limit to their work and all probation officers are used to long and irregular hours, but there is much compensation in the great variety of their work. It may be wearing but it is never dull.

Probation is a method of dealing with an offender against the law, by the Courts. Rightly used, it is a method of treatment with the object not of punishment, but the element of discipline is not absent. It aims at reformation in the offenders' natural environment or at least in society and not segregated from normal relationships. The probation officer's first duty is to advise, assist, befriend and supervise those under her care. Prior to this she makes investigations into the causes of the offence, which include interviewing the offender during the remand, when the Bench has so directed, and presenting a report to the Court with recommendations as to the suitability or otherwise of the offender for probation. It is difficult to explain all that supervision may mean, because it aims at individual treatment of each probationer by understanding, insight, sympathy and firmness. A probationer is a potential or actual enemy of society whatever her age. The probation officer's job is to turn her into a law-abiding member. There is little routine about probation work but the keeping of careful records is important. To know how to typewrite is a great help.

Except in London and a few other towns where there are separate probation officers for juveniles and adults, most women probation officers supervise children as well as women and girls, and this generally includes the small boys. There was at one time a tendency to think that juvenile work needed less skill than work in adult courts. This is certainly not the case. The confidence of both children and adults has to be gained, but children have to be influenced through their parents and it is often difficult to win the co-operation of the parents so that they readily follow the suggestions that are made to them for wiser handling of the children. But the results are likely to be more satisfactory in the case of juvenile offenders, as bad habits can be nipped in the bud. The two methods of work are really complementary and their difference may be compared to those of a Kindergarten and a School.

Probation officers are also required to perform all the kindred social work of the Courts. This work covers a large range. The biggest part of it is attempting to conciliate in matrimonial disputes. Advice is also sought in many other difficulties, giving advice to parents about their troublesome children, to girls about applications for affiliation, applications to Homes and Adoption Societies to place children, seeing girls off by bus or train, while in some Courts where there are no Policewomen and a matron is not always available, the probation officer may have to be ready to help witnesses or distressed prisoners in many little ways. The results obtained by attempting to conciliate

may often appear disheartening, but certainly service is rendered by being an outwardly patient listener to wives who seem to have no other safety valve. When a separation order is made it sometimes falls to the probation officer to help arrange for the children.

Most probation officers are asked to befriend girls who have started work after a period in an Approved School or Borstal, and in many parts of the country they also help discharged prisoners.

Not long ago little or no account was taken of training. It was thought that goodheartedness and a missionary spirit were sufficient qualifications; but now it is recognised that some specialised training is also essential for this difficult work. A probationer is generally some kind of misfit, so the wider the knowledge of all available means of help, statutory and voluntary, the more likely it is that a way will be found to help her to become self-respecting and socially useful. If a probation officer is a good liaison officer her work will not have been in vain. The help of all the religious and social organisations in the district will be needed and when links are forged something constructive has been done which will last after the period of supervision is over. The probation officer aims at finding out the causes of delinquency; unless this is done the work during supervision is likely to be little more than a palliative and before long the trouble will break out again. She ought to know enough about psychology to be able to single out those people who should be referred to clinics.

Probation officers in the provinces have to cover a large area and generally serve several Courts. It is therefore almost essential to be able to drive a car. The Authorities are nearly always willing to allow car expenses. Most appointing Authorities expect applicants to have a fair knowledge of social work and to be in possession of a Social Service Certificate after a University course, as well as to have had some experience in the work of the Courts, gained by working under a probation officer. There is now a Probation Department at the Home Office, with a staff of Inspectors, who supervise the work throughout the country. This department has set up the Probation Training Board, where information and advice about training can be obtained by prospective candidates. The Board itself undertakes to provide training for a certain number of suitable candidates every year. These candidates are given an allowance of £150 per annum during training, as well as having their University fees paid. The courses provided vary from six months to two years. The Police Court Mission has provided a Hostel in London where London trainees can stay, and training under the same scheme also takes place in Birmingham and Liverpool. Those who accept training from the Board must be prepared to go wherever they are sent when qualified. For full particulars as to training, write to the Secretary, Probation Training Board,

Home Office, Whitehall, London, S.W.1. The Police Court Mission runs a correspondence training course which a candidate would be able to follow whilst she was doing other work, but practical work would have to be done afterwards before the candidate would be qualified for an appointment. Probation officers in the provinces are appointed by the Justices or by the Probation Committee and in the Metropolitan Police Court District by the Home Secretary. Vacancies are advertised in the daily and local Press and "The Justice of the Peace." The Probation Training Board will record the names of candidates who are suitably qualified for appointment. The National Association of Probation Officers invites those interested in the work to become associates, and the secretary is also willing to notify vacancies to those on his list who desire it.

The minimum age of appointment is 23, though the average is much higher. The maximum age is 40, though new appointments are seldom made over 35. Retirement is compulsory at 65. There are still some parts of the country where the work can only justify the appointment of a part-time officer, and such appointments are still made, although there is no pension scheme for part-time service. There is also some scope for voluntary help and most probation officers are glad to know of a person who is willing to befriend a particular probationer and act as escort to Hospitals and Clinics.

Although the duties of probation officers demand a certain maturity of outlook and experience, there are an increasing number of assistants' posts in the more thickly populated areas which can be suitably filled by junior officers. There are, too, a great many posts where the probation officer works in almost complete isolation. The salary is fixed by statutory rules, begins at £220 per annum and rises by £10 annual increments to £320. A principal probation officer is placed on a special scale of salary, rising, in most cases at the present time, to £400. There is a superannuation scheme and pensions are payable at 65, or earlier on medical grounds after 10 years' service; women receive £4 p.w. for each completed year of service. There is, theoretically at least, no marriage bar, and from recent debates in Parliament it would appear that marriage should be an asset to probation work.

INDUSTRIAL PSYCHOLOGY.

BY

MAY SMITH, M.A., D.S.C.,

Senior Investigator to the Industrial Health Research Board.

An instance of the most recent application of psychology to a specific field is afforded by a comparatively new study, opening up a new career for women—that of industrial psychology. This originated as the result of an inquiry instituted during the War

to ascertain the maximum possible output of the munition factories: in 1915 the Health of Munition Workers' Committee was set up to study the workers themselves as a factor in this inquiry, quite apart from the machine. In 1918, what is now known as the Industrial Health Research Board was established to continue the work on similar lines, but under normal conditions of industry. Its avowed aim was stated as follows: "to promote a better knowledge of the relations of methods and conditions of work to the functions of the human body, having regard both to the preservation of health among the workers and to industrial efficiency"; and it was placed under the general jurisdiction of the Medical Research Council, a government department.

The National Institute of Industrial Psychology was formed in 1921 with aims similar to those of the Board, but as a self-supporting body, independent of public control. These two bodies were alone in recognizing industrial psychology as a career for a number of years, and the earliest investigators could only get their training by carrying out actual investigations. Now, however, a few organisations have appointed industrial psychologists to serve on their staffs: the Institute of British Launderers, for example, employs an industrial psychologist for the trade as a whole. Yet, in spite of these developments, the National Institute of Industrial Psychology and the Industrial Health Research Board are still the main employers of industrial psychologists, the former, with a staff of about seventy, and the latter, with one of about twenty.

Qualifications and Training.

A degree, preferably in some science, is essential. After that a diploma in psychology with special application to industry is advisable. This can be obtained by studying at one of the Colleges of the University of London. Students already possessing a degree in psychology, or others by special exemption, complete the course in one year, but the normal period is two years.

The subjects of the course are:—The data and principles of psychology, scientific and statistical methods, laboratory work, general occupational psychology and mental hygiene.

Both the London School of Economics and the London School of Hygiene and Tropical Medicine have courses in industrial psychology, the former in the evening and the latter during the day.

There is no hard and fast rule about the possession of the Diploma, and some appointments are made on other qualifications.

Whether a woman is appointed to a specific post depends mainly upon the nature of the post and on the applicant.

The academic qualifications are, in many cases, by no means the only requirements. Since most of the work, whether research

work or the application of that work, demands personal contacts, there are certain temperamental qualifications without which it would be very difficult to succeed. There must be a real interest in people and an ability to accept them as they are. An easy social manner which can put people of all classes and education at their ease is essential. It is useless to be well-adapted to one's own social group and uneasy with others; the person who can feel at home in widely differing groups has a much better chance of success. A nervous manner due to shyness may be interpreted as hauteur, while a too assured manner can arouse antagonism. Since the work is in its infancy, the industrial psychologist must be able to stand on her own feet, and not expect to find standards and rules for her guidance, nor is a dislike of teaching an adequate motive for selecting this work.

Moreover the worker who enters an industrial organisation must not expect holidays such as are enjoyed by those in academic posts.

Prospects.

Posts with the Industrial Health Research Board are, as the name suggests, all research posts. The usual method of obtaining such appointments is to put up suggestions to the Board for some special piece of research the applicant would like to do. The main lines of the Board's investigations so far relate to: (1) the effect on workers of certain environmental conditions, e.g. lighting, ventilation, heating, noise, dust, toxic solvents; (2) accidents and accident prevention; (3) occupational fitness; (4) vocational guidance and selection; (5) sickness absence and labour wastage. Grants are made for limited periods if the suggestions of the applicant are accepted.

There are also a few permanent posts for senior people able to do research work and organise the work of others.

The National Institute of Industrial Psychology employs research workers and also others whose main business is to apply to particular firms principles already established by research.

A number of workers are also employed in the Vocational Guidance department.

In organisations employing their own industrial psychologist the work usually involves testing young entrants to see if they have the necessary aptitude for the work, training the selected workers in the most economical methods of working, and the selection at the age of 16 or 18 by tests and interview those to be drafted to other departments. Much of this work may be of a relatively routine character, but psychological testing can never be simply routine. The industrial psychologist may also be expected to do research work and to evolve tests suitable to the particular conditions of the organisation. For this she must understand the nature of research, have a fertile mind, know what previous work will be of help, and be able to apply modern statistical methods.

Another aspect of the work is concerned with Time and Motion study, either as a means of discovering more productive methods of working or of arranging a wages' scale.

Whatever may be the nature of the work, the industrial psychologist ought to be able to express her point of view clearly and simply to employers and to workers.

Some students study industrial psychology not with the object of research, but as a help to other occupations, for example, with a view to taking up welfare work, staff management or factory-inspecting.

There are also a few lectureships in industrial psychology, and there is a certain demand for people who can explain its meaning to audiences, who may be composed of both the relatively uneducated, or of those possessing a university education.

There will probably be a considerable demand in the future for women trained to do vocational guidance, which involves a knowledge not only of educational, but also of industrial, problems; and several local authorities have already made such appointments.

The work of Careers Mistress, really a special application of vocational guidance work, also requires knowledge of the requirements of the professions and industrial occupations.

Salaries.

The salary obtained will be dependent upon age, experience and the nature of the work. There is no recognised scale. Roughly the range will be from £200 to £800.

Public Health.

THE WORK OF A HEALTH VISITOR.

BY

MARJORIE HAYMAN, S.R.N.

The development of Maternity and Child Welfare Work has taken place mainly during the last twenty years, although much pioneer work had been done during the close of the 19th century.

Training.

The College of Nursing recommends that the basic training be a course leading to a General State Registered Certificate. Training for this can be taken at all the large hospitals and takes from 3 to 4 years. Salaries are paid during training—these range from £20 to £50 per annum. This basic training gives a first hand knowledge of the results of ill-health and of neglecting the laws of health. It gives familiarity with human beings, their mental and bodily functions and needs which no other training can give. The Certificate of the Central Midwives Board is necessary, and this takes one year for a general trained nurse. Fees vary considerably, usually being paid by the nurse or by means of award, in lieu of wages. The Ministry of Health make

substantial grants in many cases. The Health Visitors Certificate is also required—this is a six months' course for a general trained nurse, which has to be paid for. Fees range from £10—£25 but scholarships are available, and the Ministry of Health makes substantial grants in many cases.

The work of the Health Visitor depends largely on the district in which she is employed. It may be specialised in one particular type of work, or more generalised. The following are some of the branches in which she may be called on to work.

Maternity and Child Welfare.

This deals with the care of the expectant Mother and her child until the age of five years. Although up to the present the Health Visitor has undertaken a considerable amount of ante-natal care and will no doubt always co-operate closely in this work, the main responsibility in the future will be that of the Midwife.

School Nursing.

The Public Health Act of 1918 gave Local Authorities power to care for the school child. The work aims at helping to teach the parents to care for their children in the wisest way, referring them, when necessary, to agencies that will assist them. Sub-normal and retarded children are found by inspections, and special classes and treatment are arranged for them. The delinquent child comes in for special care and is often referred to Child Guidance Clinics.

School nursing is usually done by a special school nurse who need not necessarily have a Health Visitor's training, but it can also be included as work for the Health Visitor. The College of Nursing strongly recommends that all school nurses have their Health Visitors Certificate, and believes this qualification will eventually be necessary.

Tuberculosis Visiting.

In 1912, tuberculosis was made a notifiable disease, and Local Authorities were allowed to develop schemes for the treatment of patients suffering from tuberculosis. Dispensaries were started for examining people who had been in contact with patients. The Health Visitor is often in charge of such clinics and dispensaries. Periodic visits are made by the Health Visitor to the houses of patients suffering from tuberculosis with a view to seeing that the home conditions are satisfactory and that other members of the household are safeguarded.

After sanatorium treatment it is necessary to see if any special régime recommended is carried out. In necessitous cases, special nourishment and treatment are arranged for the patient. In cases of the patients leaving the home, arrangements are made for disinfection. Shelters, beds, and other equipment are loaned to patients. All these arrangements are made by the Health Visitor who keeps records of the visits made.

Child Life Protection Visiting deals with the care of children living with foster parents, that is, persons receiving payment in cash or kind for the care of the children. Before they can be registered as foster parents, the home has to be inspected and approved by the Health Visitor. Periodic visits are made to see if the children are well cared for.

Supervision of Mental Defectives and the Blind.

Arrangements are made for special treatments and for these children to attend special schools. The homes are visited from time to time and the children safeguarded from neglect and ill-treatment.

These are some of the many types of work that the Health Visitor may be called upon to do. It is, therefore, obvious that a very comprehensive training is necessary.

Appointments and Salaries.

There appears to be no lack of posts for suitable candidates and the conditions and salaries on the whole are steadily improving. There is still a certain lack of uniformity which is inevitable in such a new service. Salaries range from £200 to £400 and pensions will be given under the Local Government Act at the age of 55—60 years. Holidays of twenty-eight working days are recommended and given by the more advanced local authorities.

The salaries recommended by the College of Nursing are—

		per annum
		£ s. d.
1. Minimum Salary	250 0 0
Rising by	15 0 0
To a maximum of	350 0 0
2. For Superintendents (with a staff not exceeding 25)	375 0 0
Rising by	25 0 0
To a maximum of	450 0 0
3. For Superintendents (with a staff exceeding 25)	400	0 0 0
Rising by	25 0 0
To a maximum of	500 0 0

These scales are in force in many of the more progressive Local Authorities.

Further and more detailed information regarding Public Health work can be obtained from the Secretary of the Public Health Section at the College of Nursing, 1A, Henrietta Place, Cavendish Square, London, W.1.

Length of Training 4½ to 5½ years (inclusive of General Nursing Training).

Fees for Health Visitor Certificate: £10—£25.

THE WOMAN SANITARY INSPECTOR.

BY

M. BROWN, CERT. S.I.B.

Most people seem surprised when they hear the title "Woman Sanitary Inspector." To the ordinary person, the work seems essentially a man's job. There is, however, a very definite need for women in the profession, and it is greatly to be hoped that this will soon be more widely recognised. The work comes under the control of local authorities such as Borough Councils, etc., and is part of the Local Government service of the country.

Training.

The training for women is identical with that for men. It is necessary to obtain a certificate of the Royal Sanitary Institute and Sanitary Inspectors' Joint Board.

No one is allowed to sit for this examination who is under 21 years of age, and it is necessary to produce a certificate of general education. Among the certificates accepted are the Matriculation or any school-leaving certificate, etc.,—the preliminary examination of the National Association of Local Government Officers, or the Royal Sanitary Institute's Health Visitors' Examination Certificate. There are many other certificates accepted, such as the preliminary examination of the Institution of Civil Engineers, but they apply more to the male candidates.

With these conditions fulfilled, the theoretical training for the examination comes next. Courses of lectures and demonstrations are arranged at various Institutes and Colleges throughout England and Wales, but the course chosen must be approved by the Board.

In addition to this it is necessary to have some practical training or experience. Any woman who has worked as a Health Visitor for a local authority—appointed and paid by the authority—is allowed to sit for the examination without any further practical training. Without this qualification, it is necessary to take a special course over a period of six months, and this course must also be approved by the Board. In London, such a course is arranged by the Sanitary Inspectors' Association, and in the provinces by various local authorities.

One other type of practical work is allowed. This involves working in a public health department for 250 days, with a minimum of 300 working hours. During this time the trainee must have definite instruction in the work of sanitary inspecting.

The courses of lectures and demonstrations are very interesting, and give an insight into a part of life of which the ordinary citizen knows very little. The general public takes health conditions very much for granted, without realising the vast amount of legislation, knowledge and work, which goes to keeping the nation healthy. There are a large number of statutes, orders, memoranda, bye-laws, etc., in existence, which deal

with public health, and all these must be known. The Public Health Acts, Factories Acts and Housing Acts are among the chief of these.

The provision and preservation of a pure water and food supply is one of the most important factors, and the student will spend much time on these subjects both in the theoretical and practical side of the training, and also in learning how to make proper inspections of Dwelling Houses, Houses let in Lodging, Common Courts and Alleys, and Insanitary Areas. Some time must be spent on learning the proper preparation of reports and statistics, and on how to give evidence, and the routine of Court cases.

Then, of course, there is a very thorough knowledge needed of drainage and sanitary fittings, building construction, nuisances and how to deal with them, sampling of foods, drugs, water, milk, etc.

Infectious illnesses and their prevention comes within the province of the Public Health Department. Certain of these diseases are notifiable, i.e., scarlet fever, diphtheria, small pox, puerperal fever, erysipelas, typhoid fever, etc., etc. The Sanitary Inspector needs to know how infection is carried, the period of incubation and methods of isolation. A routine inspection is made where any case of illness is notifiable, and various enquiries are made as to the source of food supply and condition of sanitary arrangements. If the patient is nursed at home, instructions must be given as to the methods of avoiding the spread of the disease to other members of the house and neighbourhood. When the patient is cured or removed to hospital, adequate disinfection must be carried out, and the inspector must know what arrangements can be made for the exclusion of child contacts from school, and, in some cases, adults from work.

Other matters that come under review are slaughter houses—dairies and milkshops—bakehouses—offensive trades—mortuaries—disinfecting and cleansing stations—flies, pests and vermin—canal boats, tents, vans and sheds; and the student will receive instruction about all these.

The fee for the examination is £8. 8s. 0d. The fees for the lectures and demonstrations may vary in different parts of the country, but in London the theoretical and practical courses will cost at the outside £16. 16s. 0d.

The examination extends over a period of three days, and is partly written and partly oral. If one is fortunate enough to pass, a certificate is obtained with the seal of the Board, and the successful candidate is entitled to describe herself or himself as “Cert. S.I.B.”

Full particulars of the training can be obtained from the Royal Sanitary Institute and Sanitary Inspectors' Examination Joint Board, 90, Buckingham Palace Road, London, S.W.1.

Appointments.

These are made by sanitary authorities and must be approved by the Ministry of Health. The salaries generally start from £250, and rise by periodical increments. Vacancies are advertised in the various Sanitary Journals. The posts now are all pensionable, and the pension varies according to the number of years service. - The retiring age is 65.

Prospects.

There are not a great many appointments for Women Sanitary Inspectors at present, and it is difficult to obtain exact figures. There is practically no chance for a woman to rise to Chief Sanitary Inspector, but the rising scale of salary and the knowledge of a pension as a provision for old age are inducements not to be despised. One can hardly advise any woman to make Sanitary Inspecting a sole career, as it may be a long time before she can get a post, though one borough did advertise for a Woman Sanitary Inspector a little time ago and did not get any applications. The wisest course is to take the examination in addition to some other training, and so be prepared to apply for a vacancy when it occurs. This is specially applicable to Health Visitors. They will find that all the information they gain in their studies will be of great value in their work, and their experiences as employees of a local authority will be an advantage in applying for a post.

WOMEN IN PUBLISHING.

BY

RUTH A. ATKINSON.

Publishing offers many opportunities to women in search of adequately paid employment and an interesting career, for, with a few exceptions such as packing, there is no part of the work in a publishing office which cannot be, and has not been, undertaken by women. There are women on the Editorial Boards of one or two publishing houses, women in charge of their advertising and publicity, women artists designing book-jackets, women travellers, secretaries and typists, and they are also employed very successfully in the more specialised branches of the trade—as will be indicated later. Yet, in spite of the varied nature of these activities, it cannot be said that there is any specific training available for women who wish to work in a publisher's office.

Nevertheless, certain forms of training can be made use of in publishing. The one which is most obviously useful is a secretarial training, which is essential to the majority of girls and women in business life.

A fairly large proportion of the routine work in a publishing office consists of secretarial work. For this category of employee good typing and shorthand, a secondary education and intelligence are required. These posts are usually filled by girls who

have left secondary schools at sixteen or seventeen years of age and have subsequently taken a six or twelve months' course at a Secretarial College. Some of these applicants may find a place in the accounts department, if they have a knowledge of book-keeping and an aptitude for figures.

The better secretarial posts bring more responsibility, and the work which includes interviewing authors, drawing up contracts and making out royalty reports, can only be learnt through actual experience. These posts are given both to girls who have started work on leaving school and who show marked ability and to women who have taken a degree at Oxford, Cambridge, London, or at one of the provincial universities. A good general education, implying as it does a well trained intelligence, is a sound training for publishing as it is for every job.

The entirely untrained and inexperienced will only be employed for such mechanical work as sending out circulars and working an addressograph machine, and promotion is impossible from any of these posts unless the employee, by attending evening classes, qualifies as a shorthand typist.

So much for the routine work of a publishing office. It will be seen that, with the exception of the more responsible secretarial posts, it differs very little in essentials from the routine work of any other business house, and moreover, that the same qualifications—typing, shorthand and an average general education—are as necessary here as in other businesses.

There are some kinds of work, however, which are peculiar to publishing, and for which women are sometimes employed. These may be divided, for convenience, into full-time and half-time posts, and there is no definite course of training available for any of them.

It is in the advertising and publicity departments, and in the section dealing with children's books that the better paid posts occur for women. (It should be emphasised that in all the better paid and more responsible positions, except those of private secretaries, men are far more frequently employed than women.)

Advertising and Publicity may be treated as one subject or as two separate and distinct sections of the business in any firm. The work as a whole is rather specialised; that is to say, it needs technical knowledge of typography and printing, of space rates in the press, of the comparative advertising values of the various periodical publications, and allied matters. The terms "advertising" and "publicity" cover press and circular advertising and the sending out of review copies.

Press advertising consists of choosing and buying space in current publications and preparing advertising copy. This is where some knowledge of typography and printing is essential, for the value of the announcement depends both on the quality of the copy and its attractive and arresting appearance on the printed page. Its situation in the paper is also of importance.

Circular advertising comes under the heading of Publicity.

This is concerned with preparing showcards and prospectuses, illustrated or decorated, and with the intricate business of their distribution and adequate display. Booksellers have sometimes to be interviewed in person in connection with the latter, and suggestions put forward for their consideration for attractive window-dressing of books and showcards. Press photographs of authors now play an important part in this subtle matter of literary publicity, and it has become customary for short notices, paragraphs or biographies likely to be of interest to the reading public to be provided for distribution with review copies. Some publishing houses hand over all their advertising to an advertising agent, but in the majority of cases it is handled inside the publisher's office by a staff of experts.

The preparation of book jackets, which has become such an important branch of the book trade, is also undertaken by this department. If a member of the regular staff has any special talent for design it can be utilised, but otherwise suitable artists have to be found and engaged. A knowledge of the principles of design and some knowledge of typography are essentials in this work, and special classes in both subjects are now open in many art schools.

Certain publishers have a special section given over to children's books in which full-time posts for women are available. Those in charge of this department are responsible for the choice of manuscripts and for the production, illustration and advertising of the books. Experience in the children's department of a bookshop, or a librarian in a children's library would be valuable preparation for such a post, and experience of teaching would be found to be very useful.

Half-time posts, of which there are always a certain number to be filled in every publishing business, are also open to women.

Many publishers choose women to read and report on manuscripts, and this work can usually be done away from the office. Again, it must be pointed out that there is not any recognised form of training for such work. Almost any kind of experience of life and affairs might be of use, and the most brilliant degree might be valueless. Discrimination, taste, a flair for what the public wants—or can be led to want—to read, a sound literary background, all these are parts of the regular stock-in-trade of the successful publishers' reader. But obviously requirements will largely depend upon the kind of firm for which he or she reads. A special branch of this work deals with foreign books, their selection for translation, and possibly their translation. Only those with a thorough knowledge of one or more foreign languages are qualified for such employment.

Indexing of non-fiction works and proof-reading of all kinds are also undertaken by women either as full time or as part-time workers. Both activities can only be learnt by actual experience, and this is most likely to be acquired by writers, and by those

who have been employed in literary circles in some capacity, or upon some kind of academic work.

To sum up, publishing offers employment for women and girls who welcome varied and responsible secretarial work and the opportunities it gives for showing initiative and for organising, and who enjoy contact with people of many types. Women and girls who have talent for design, or who may be interested in printing and have a knowledge of typography will more easily find a place in which to exercise their gifts in a reputable publishing firm than anywhere else.

But no one must expect to be very highly paid. Salaries for women in publishing vary between 25s. and £10 a week, and the £500 a year job is exceptional. Publishers, comparatively speaking, are not very wealthy, but the work is interesting, very varied, and at times exciting.

THE EMPLOYMENT OF WOMEN AS RADIOGRAPHERS.

BY

M. V. SPRAGUE, M.S.R.,

Senior Radiographer and Principal of the School of Radiography,
King's College Hospital.

X-Rays were discovered in 1895 by Wilhelm Conrad Roentgen in Wurzburg. This momentous discovery has conferred untold benefits on the human race, and has incidentally opened up a new and extremely interesting field of work for women.

Radiology is the name given to the science of the application of X-Radiation; it may be divided into two main branches, namely, Medical Radiology and Industrial Radiology.

In medicine, Radiology is again divided into two fields, Diagnostic and Therapeutic.

The Duties of a Radiographer on the Diagnostic side consist essentially of producing the Radiograph; she is in effect an X-Ray photographer. Naturally the duties depend very greatly on the type of department she is working in and whether she holds a junior or senior post.

In many of the smaller hospitals the entire organisation and running of the department is in the hands of the Radiographer. She is responsible for making the appointments for the patients and generally attending to their care and comfort while they are being X-Rayed. The operation of the X-Ray machine and the processing of the films are naturally her chief concern, and often a great deal of patience and ingenuity is required to obtain the desired results and produce a film of high diagnostic value; for all types of patients have to be dealt with, some of whom may be very old or very young and many extremely nervous. However,

the greatest interest of the work is derived from contacts with many and various types of people.

The whole of the clerical work will also form part of the duties in a small department and this includes the sorting of the finished films and preparing them for the Radiologist to report upon, the filing and indexing of the films and reports and probably a considerable amount of correspondence with patients' doctors. In many departments the Radiographer is also responsible for all the clinical photography of the hospital and may also spend a considerable amount of time making prints and lantern slides of the X-Ray films.

In a large hospital department where as many as 18,000 patients are X-Rayed per annum, it is of course impossible for the Radiographer to carry out all these duties and her whole time is occupied in actually X-Raying both In-patients and Out-patients in the departments. When a patient is too ill to be brought to the X-Ray department the mobile apparatus is taken to the ward and the radiographic examination is carried out at the patient's bedside.

In the Therapeutic Department the duties consist mainly of administering the treatment under the direction of the Radiologist. The Radiographer will be responsible for the handling of the patients and 'setting them up' to receive treatment, giving the prescribed dose and keeping detailed records of the dosage given to patients, the number of treatments, and the reaction and progress of the patients.

The manipulation and general care of the apparatus and treatment rooms are also part of the Radiographer's duties.

Many of the patients undergoing X-Ray Therapy are very ill and frequently if no nurse is employed in the department, the Radiographer herself is also a trained nurse.

Type of Person Suitable for Radiography. Although, as previously noted, the work of a Radiographer varies greatly it is often strenuous and exacting, and one of the first essentials in a prospective Radiographer is general good health. For this reason, nearly all training schools insist that a medical certificate is produced before candidates are accepted for the course.

Temperament also plays an important part and a kind and above all a cheerful disposition is a very great asset as the work inevitably involves the care and handling of people who are often very sick and a kind word and a cheery smile go a long way.

Some interest in physics and mathematics is a great help before taking up Radiography as the handling of very expensive and often complicated electrical apparatus forms a great part of the work, and calculations of various kinds are continually having to be made to arrive at the correct technique.

An ability to cope with emergencies of any kind and remain unperturbed is perhaps the greatest asset of all.

How to Become a Radiographer. In the past the work of the X-Ray department was very frequently carried out by a nurse who was interested in the subject and had picked up a considerable amount of practical knowledge, without knowing anything whatsoever of the theoretical side.

To-day, however, Hospitals and Radiologists are employing fewer and fewer non-qualified people, and in the near future it will be impossible to obtain a post without the Diploma of the Society of Radiographers.

This Society was founded in 1920 and is affiliated to the British Institute of Radiology, one of its main objects being to give definite professional status to trained non-medical assistants working in X-Ray departments.

Recently the Society has revised its standards and requirements, and candidates are now required to have had at least two years' training at one of the approved training centres.

There are several of these training centres in the larger Hospitals in London and the Provinces, a full list of which may be obtained from the Secretary of the Society of Radiographers, 32, Welbeck Street, W.1.

The prospective student can select from this list the centre which is most suitable and convenient for her requirements.

The period of training is at least two years, and prospective students are required to hold the School Leaving Certificate or its equivalent before being accepted.

In accordance with the requirements of the Society of Radiographers candidates must also possess a certificate in First Aid or Home Nursing, or to have had at least two years' nursing training, or to hold the certificate of the Society of Massage and Medical Gymnastics, before commencing the training in Radiography.

The syllabus is very comprehensive, and the training includes both practical and theoretical instruction in the following sub-subjects:—

General Elementary Physics, Radiography, Radiotherapy, Ultra Violet Light, Construction and use of Apparatus, Radiographic Anatomy, Photography.

An examination in both practical and theoretical work is usually held at the training centre at the end of the course, and students are generally required to attain a pass standard in this examination before sitting for the examination for the Diploma of the Society of Radiographers.

This examination is held twice yearly and from and after April, 1939, will be held in April and November of each year. The examination is divided into two parts, which candidates may take separately if they wish, but no candidate may sit for the whole examination before she is twenty-one years of age.

Cost of Training.

The approximate fee for the whole course is fifty guineas; payment usually being made in two parts. In addition to this,

books and uniform will be required, these items being covered by a sum of £7—£10.

If the student's home is some distance from the training School, she will also have to include the cost of living in rooms or a hostel for the training period. Some centres provide accommodation for students at very moderate charges.

Getting a Post is the first consideration after having become qualified. Several types of openings are usually available. Full time posts in hospitals as assistants in either Diagnostic or Therapeutic Departments, full time hospital posts combining both branches of the work, part time appointments in hospitals or clinics, and full or part time posts as assistants to Radiologists in private practice.

A Bureau has been formed in connection with the Society of Radiographers for the purpose of supplying information to Radiographers seeking employment, and to institutions who want the services of trained Radiographers.

In addition, most of the training Schools endeavour to find posts for their students and have a regular demand from other hospitals for newly qualified Radiographers as 'locums.'

The hours of duty vary according to the type of job, but nowadays, nearly all hospitals conform to the recommendations of the International X-Ray and Radium Protection Committee which states that the Radiographer's hours of duty should not exceed seven working hours a day, five working days a week. When it is considered that not less than one month's holiday a year is also recommended it will be seen that the amount of free time is considerable compared with many other professions.

Salaries again, of course, vary greatly with the post. The majority of Radiographic appointments are non-resident, and the commencing salary is about £150 per annum. The experienced Radiographer may command a salary up to about £400 per annum in a senior position in a large hospital.

Some hospitals prefer to employ resident Radiographers and the salaries for these posts range from £80—£150 with board, lodging, etc.

In nearly all hospital appointments the Radiographer is required to join the Federated Superannuation Scheme.

Length of Training	2 years.
Cost of Training	50 guineas (plus £7—£10, expenses of books and uniform).

LEADERS OF RECREATIVE PHYSICAL TRAINING.

BY

P. C. COLSON, DIPLOMA, BEDFORD PHYSICAL TRAINING COLLEGE,
Organising Secretary: The Central Council of Recreative Physical Training.

Physical Education is one of the few professions in which there has never been unemployment; the demand for the specialist

who has attended a three year course at one of the recognised physical training colleges has for some time, and particularly of late, far exceeded the supply,

In the minds of the general public there is a considerable amount of confusion between educational and recreative physical training; it would be out of place to enter into technicalities here, but briefly, educational physical training is that type of work which is included in the normal curriculum of schools throughout the country, while recreative physical work is designed for those of post-school age, whether of 14 or 40 years of age, or more. In post-school physical training emphasis is quite rightly laid on the recreative element, but even this type of work should be both physically and mentally educative; it is for this reason that trained leaders are such an important factor in the National Fitness Campaign. Many people, quite erroneously, look upon recreative gymnastics as a new subject suddenly created to satisfy the increasing enthusiasm of adolescents and adults to keep fit. It is more than likely that any system of work which does claim to have grown with such mushroom-like rapidity will not stand the test of time; to be effective, sound and progressive, recreative physical training must be based on the principles gradually established over the last forty or more years, even though its presentation differs from that used for school physical training.

This preamble is not irrelevant to an article concerning openings for Leaders, for it is very necessary indeed to discount the idea, which is already far too prevalent, that, after a few weeks' or months' training, a girl or woman has gained all the knowledge necessary to fit her for a full-time career as a Leader of recreative physical training.

The Openings Available.

(a) *Organisers of Recreative Physical Training.*

Such posts are not numerous. The Central Council of Recreative Physical Training, the National Council of Girls' Clubs, a limited number of other voluntary organisations which have received grants from the National Fitness Council, and a few Local Education Authorities employ Organisers. It is absolutely essential for those who fill these posts to be fully qualified; indeed, in addition to a three years' training, they should have had experience in all branches of physical recreation (keep-fit work, ball exercises, skipping, dancing, games, swimming, etc.), while a knowledge of voluntary organisations, their aims and working methods, is of great advantage. These organisers are responsible for the training of Leaders as well as for the general development of all forms of physical recreation, either nationally or within one specific organisation. Organisers are usually paid on the Burnham Scale (non-Graduate), although the majority receive an extra sum in view of the responsible character of these posts and, also, because they are non-

pensionable, except when under the jurisdiction of Local Education Authorities.

(b) *Instructor-Leaders.*

There are, at present, very few full-time posts of this character, but as the National Fitness Council, set up in 1937 by the Government, has now offered a 75% grant to Local Education Authorities and voluntary organisations wishing to appoint full-time Instructor-Leaders, it is reasonable to suppose that more posts may be created. In some districts, notably in South Wales, Settlements employ full-time physical training staff who really fall into this category. Those who fill these posts are, according to appointment, responsible for recreative classes—for the general public, for members of voluntary organisations, or for the employees in factories and shops—within a limited area or within one association. Their task entails a certain amount of organisation and, when they are suitably qualified, they may be asked to undertake training courses for Leaders. Instructor-Leaders appointed under the Physical Training and Recreation Act, are required to teach twenty hours per week, while ten hours may be spent on organisation, preparation, etc.; these posts qualify for contributory service under the Teachers' Superannuation Acts.

Where Instructor-Leaders are not fully qualified gymnasts (three years' training), they should have attended a shorter course specially designed for the training of Leaders of physical recreation, such as the one-year Course at the recently founded College, St. Alban's Court, Nonington, Kent (Fees: £120 per year, inclusive of board, residence and tuition). The Central Council, acting in conjunction with the National Fitness Council, has lately arranged for Courses of three months' duration to be held at Anstey Physical Training College, near Birmingham (Fees: £50 inclusive), but these are only intended to fit for full time posts those who have had previous training and teaching experience in some branch of recreative physical training.

(c) *Other Full-Time Posts.*

Certain other Organisations, notably the Women's League of Health and Beauty, train their own teachers. The length of the Course at the Bagot-Stack Health School is three years, the fees for which are 160 gns.; those trained at the School later conduct recreative classes under the guidance of the League Headquarters. Full particulars of the training and openings available can be obtained from The Secretary, The Women's League of Health and Beauty, The Mortimer Halls, Great Portland Street, W.1.

(d) *Part-Time Leaders of Recreative Classes.*

The majority of recreative classes take place in the evenings, although some, for "older" or married women, are held in the afternoons. It stands to reason, therefore, that there is a very large demand for part-time Leaders and here is the opening for

the girl who, although outstanding at physical work at school, has been unable to make it her career, possibly owing to financial difficulties. Part-time Leaders fall into two categories—those who require a fee and those able to give their services voluntarily to deserving clubs and other institutions.

Nearly all Local Education Authorities responsible for higher education employ part-time Leaders; rates of pay vary from 5s. to 10s. per hour. Certain organisations are also able to pay their Leaders a small fee, but there is, and always will be, a demand for voluntary Leaders.

Training for this part-time work is varied. Many Local Education Authorities arrange Courses, held one evening a week over a period of 30 weeks or so, while independent organisations, in particular the National Council of Girls' Clubs and the Ling Physical Education Association, arrange similar courses. One of the tasks assigned to the Central Council of Recreative Physical Training, under the Government Scheme for Physical Training, was the training of Leaders and, during the year ending December 1938, the Council conducted 214 short courses of varying types. Apart from the evening courses mentioned above, Vacation Courses, held in the Summer, Christmas and Easter Holidays, serve to give the would-be part-time Leader an insight into all branches of recreative physical training, while, for those who can afford the time, there are the three-months' Courses already commented upon.

Full particulars of all these short courses can be obtained through the Central Council of Recreative Physical Training, 115, Abbey House, Victoria Street, London, S.W.1.

(e) *Play Leadership.*

The work of guiding the play of children from 4 to 14 years, commonly known as "Play Leadership," is slowly but surely becoming an accepted form of social service in this country as well as in America. Play Leadership Schemes, arranged during the Summer, afford excellent opportunities for social service to girls who are interested in games and fond of children. Voluntary helpers are urgently needed wherever provision for play is made. During the Summer holidays, there are a certain number of paid posts available; for these, training and experience are naturally needed.

The Central Council of Recreative Physical Training has, since its inception in 1935, had the pleasure of co-operating with the Association of Head Mistresses, which is represented on the Council. The Organising Secretary will always be glad to hear from Head Mistresses who wish to arrange for talks to be given to girls just about to leave school, or from any groups or individuals desiring information about the training facilities for *recreative* physical training.

RIDING AND STABLE MANAGEMENT - - - - -	(see OUTDOOR PROFESSIONS)
SALESMANSHIP - - - - -	(see BUSINESS)
SANITARY INSPECTOR- - - - -	(see PUBLIC HEALTH)
SCHOOL SECRETARY - - - - -	(see SECRETARIAL WORK)

Science.

CHEMISTRY.

BY

P. L. GARBUTT, A.I.C.,

First Class Diploma, Household and Social Science, King's College for Women.

Women as a class are not perhaps so scientifically minded as the average man and it will only be to the few that a scientific career makes strong appeal. To make a success of any such career, Chemistry, no less than any other science, it is hardly necessary to stress the obvious necessity of a certain degree of natural interest and aptitude. Without these, the study of such a wide and complex subject will be found tedious and uncongenial, for large demands are made on the ability and intelligence of the student and extreme exactitude of work and accuracy of thought are necessitated. Those with enthusiasm and natural inclination, however, usually find both training and subsequent work enjoyable, for it is a study of absorbing and increasing interest.

These preliminary remarks have been made as it is fully realised that, with such a specialist subject, prospective entrants to the profession should consider the matter very seriously, for there can be little hope of real success unless temperament and previous training are suitable. A good general education is, indeed, one of the first essentials if students are to reap the full benefit of any course of chemical instruction at college or technical school. This should be to the standard of Matriculation or other recognised preliminary examination. It may seem superfluous to stress the importance of a really good knowledge of such a fundamental subject as English, but there are, unfortunately, some otherwise well qualified scientists who are definitely handicapped in their work because of their inability to draw up well-written reports on their work and give their deductions in a clear and concise form. A knowledge of mathematics, some training in physics and a reasonably good knowledge of such languages as French and German, the latter in particular, are also desirable, since for many branches of work ability to translate from German and other texts is necessary. A good Science Degree is essential for any advanced post.

Assuming, however, suitable initial training and aptitude, the would-be chemist will very wisely wish to know something of the necessary length of training, its probable cost and the openings that may reasonably be expected on completion of her course of training. For women chemists, the possibilities are not perhaps quite so many and varied as for men, and the large majority are still absorbed in the teaching profession, obtaining posts as science mistresses in secondary and other schools, or as lecturers and demonstrators in colleges and technical schools.

Such work is recognised to be fairly strenuous, but there are the compensating factors of a more or less settled livelihood with reasonably good prospects and a pension, as well as unusually long vacations. Other openings include those of assistants to analysts and consulting chemists, scientific secretaries, in some cases assistant librarianships, and, for the few, research work in connection with some branch of pure or applied chemistry. If towards completion of training, special ability for this last mentioned type of work is evident, the student should endeavour to obtain a Research Fellowship or Scholarship, or may look for an appointment as assistant in a Research Association working in conjunction with the Government department of Scientific and Industrial Research or some other organisation or institution.

Journalism of a scientific or semi-scientific nature also makes its appeal to some. Actually, however, it is difficult, if not impossible, to classify the non-teaching appointments very definitely, for they are of a somewhat varied nature. Posts available from time to time include those connected with investigation and research dealing with the manufacture of food products, fabrics, paints and varnishes, metallurgy, bio-chemistry, etc., and for all these there is as a rule no adequate reason why a competent woman chemist should not be as eligible as a man. In food and other factories, indeed, where there are a large number of women employees, the woman chemist has every opportunity of obtaining a congenial appointment. There is sometimes perhaps a certain amount of initial prejudice to be overcome, and apart from this, there are certain posts, such as works chemist, where the duties are not only concerned with laboratory work, but involve control over and direction of workmen and other staff. Not unnaturally, perhaps, in these circumstances the average employer usually prefers a man.

For teaching posts, salaries vary according to the grade of school to which one may be appointed and on the district in which it may be situated, but for those with a Science Degree or its equivalent range from about £216 upwards in Secondary Schools, with regular annual increments. For non-teaching posts, salaries are extremely variable and will not be high at any rate at first or until good experience has been obtained, when they will depend very largely upon the ability and personality of the individual. A first post should indeed usually be regarded as providing invaluable further training as well as experience, and consequently for a year or two a moderate salary only must be expected.

As regards the cost of training, this also varies tremendously according to the College or Institute at which classes are attended. Tuition fees in themselves, apart from residence in a College or Hostel, may be £50 or £60 per annum, but, on the other hand, comparatively inexpensive courses are also arranged at some colleges, and the London County Council, for instance, provide-

both day and evening training at minimum cost in some of the Technical Colleges. Fees in most cases are about £20 per session for full-time day instruction.

For the prospective teacher, an Honours Degree in Chemistry, followed by professional training in Teaching Methods at a recognised Training School, will usually be required. Fees, as already indicated, vary considerably, and it will be necessary to obtain information on this point and other details from the secretary of the specified College or Institution.

The Institute of Chemistry is an organisation of very considerable importance in connection with the professional education of chemists, and works in co-operation with Universities and Colleges, being very closely concerned with the maintenance of a high standard of competence by all those engaged in the profession and laying particular stress on the practical, as well as the theoretical, aspects of chemical training. The qualifications A.I.C. and F.I.C. (Associate and Fellow of the Institute respectively) are indeed recognised as evidence of high proficiency in this subject. These qualifications can be sought after taking a University Degree, and may or may not necessitate further examination. Some years ago, those seeking Associate membership were almost invariably required to pass examinations in both theoretical and practical chemistry, even after acquiring a good Degree, but the standard of work demanded from those awarded Honours Degrees is now such, that, in many cases, no formal examination is required. There are, however, those, especially if they do not intend to adopt a teaching career, who prefer to concentrate on attaining the Institute's qualifications without taking a University Degree beforehand. These should enter their names as Students and obtain from the Registrar a list of the recognised Colleges and Institutes where training may be taken. A very thorough knowledge of general chemistry, both inorganic and organic, is demanded for the Associateship, which is equivalent to the standard of a good Honours Degree in the subject. The qualifying examination extends over a period of not less than five days and candidates are also required to submit note books giving details of the practical work which they have undertaken. The Fellowship of the Institute necessitates further training and experience and involves not less than seven years' work in all. Any one of several branches of study may be selected by Associates applying for this further qualification, the following being the most general:—

Inorganic Chemistry.

Physical Chemistry.

Organic Chemistry.

Bio-Chemistry.

Chemistry (including Microscopy) of Foods and Drugs and Water.

Agricultural Chemistry.

Some branch of Industrial Chemistry.

In the course of a short article it is, of course, impossible to enter into all details of the training and prospects of the woman chemist and the question of post-graduate training for higher University Degrees has not been touched on.

On completion of training and entry into professional life, the majority of students are, as a rule, fired with such enthusiasm that they will hardly require to be advised of the desirability of perusing technical journals which will keep them in touch with current developments and the results of recent research. This is, however, very desirable in the case of such a vast and ever-growing science as Chemistry, while there also remains the advisability of joining and keeping in touch with such professional societies and organisations as will bring one in contact from time to time with fellow members of one's profession, thus helping, among other advantages, to provide fresh stimulus to thought and effort, in whatever particular branch of the science one may be engaged.

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SCIENTIFIC RESEARCH.

BY

WINIFRED E. BRENCHLEY, D.S.C., F.L.S.,

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Research is a word which has a glamour of its own, especially for the scientific worker. It opens up visions of possible achievement and discovery by which the imagination is fired, and many a student is led to consider a career devoted to research as the ideal at which to aim; this ideal, however, is peculiarly difficult to attain, partly because openings are few compared with those in other careers, but chiefly because of the specialised qualifications necessary. A true research worker may be said to be born, not made, and relatively few of those to whom the idea appeals are in reality fitted for it. There is no such thing as training in research in the sense that one can train for teaching, horticulture, book-keeping or office work. There are no research colleges where students can work through a definite course and pass out more or less fitted to fill whatever posts may offer. Research perhaps more than any other career is a matter of the individual. It lies with the individual worker to exhibit an aptitude for carrying on investigations, to follow up possible opportunities, and to be content with small beginnings which may or may not lead to larger openings.

The exacting nature of the work is not always fully recognised. It is no case of working for a fixed number of hours daily,

with all weekends off duty and liberal vacations at stated periods. The length of the working day has often to be determined by the particular experiments in hand, Sunday work may be essential and, particularly in biological research, vacations have to be subordinate to the fact that spring and summer are the favourable seasons when investigations on plant growth can be carried on most satisfactorily.

Nevertheless, the fact remains that research offers a most satisfying career for anyone who has the necessary natural aptitude, together with the educational qualifications for the particular branch of work undertaken. The University training may be considered as essential and as a general rule a good honours degree is a great asset. An honours degree in any one subject is generally correlated with a certain standard of attainment to some other branch of science, and these subsidiary subjects may well be selected with regard to their bearing on the major work.

Given the right qualifications the possibility of carrying on research after graduation often resolves itself into a question of finance. If it is essential for a young graduate to begin to earn her own living at once, the prospects are not very bright, as few posts are open for research workers with a total lack of experience. In such cases it is often necessary for some other kind of post to be accepted in the hope that opportunities for entering the preferred career may open out at a future date. If, however, sufficient money is available to permit of a year or more being spent in unremunerative work there are various ways in which a foundation of research training may be laid. Most universities encourage post graduate research where facilities are available, a certain fee usually being charged. A graduate staying on in this way at her own college has the advantage of the supervision and guidance of the professorial staff whose members are usually more than willing to suggest suitable subjects for investigation and to give guidance and oversight during the carrying out of the work. Many colleges have certain research scholarships or studentships tenable in their own departments, and financial difficulties may sometimes be met with their aid. Graduates following this course are able to work towards the higher degree of M.Sc. or Ph.D. and at the same time are available to apply for any minor university posts that may offer, either at their own college or elsewhere. Possible vacancies are usually first heard of in the Universities and workers there often have a better chance of making application for them than graduates working outside. University posts necessitate teaching ability but given that, they provide opportunities for research during the lengthy vacations even if little time is available during the term.

University life, however, is not attractive to all, and many women would prefer to carry on investigations more directly practical in outlook, as on the industrial and agricultural side.

In this case again association with some research station is a very great asset both from the point of view of actual experience and assistance in obtaining posts. Various research institutes are prepared to take graduates of proved ability as unpaid voluntary workers to assist in the activities of the station, or to carry out definite research which may form the basis of a thesis for a higher-degree. In the latter case a fee to cover overhead charges may be made, varying according to the subject. Chemistry, for instance, is at Rothamsted a more expensive matter than botany or statistics, on account of the cost of the apparatus and materials required. Such fees may vary from £30 to £50 per annum, but there are circumstances in which they are reduced or waived in lieu of services rendered. Financial aid may sometimes be obtained from studentships such as the Gilchrist Studentship for Women (London University), tenable at research institutes. The Ministry of Agriculture offers scholarships—practically confined to men, however—and there are also local funds or studentships of various types which may become available from time to time. Definite particulars must be obtained by individual inquiry as there is no centralised source of information.

Though research institutes may be prepared to provide accommodation for untrained workers, they do not undertake to teach research and the responsibility for making the most of the offered opportunities rests on the individual. In the early days of starting an investigation much spare time inevitably occurs, and keen workers profit by this by utilising the libraries, extending their acquaintance with the literature of their subject and by gaining experience by observation of the methods of other investigators in as many branches of research as possible.

The question of openings for the employment of women in research raises a difficult problem. Openings do occur, but they need to be watched for carefully, as vacancies are frequently filled without public advertisement by workers who are personally recommended to the prospective employers. It is for that reason that association with a research institute is so valuable, for when a particular post is vacant the directors of such institutes are frequently asked to recommend suitable applicants and their recommendation carries considerable weight. Few overseas posts are open to women. These are usually reserved for men on account of the necessary dealing with native labour, though now and then an outstanding woman has been sent abroad to undertake some specific research and has proved herself able to cope successfully with the situation.

Posts are occasionally available in various centres under the Ministry of Agriculture's research scheme, as at Rothamsted, Cambridge, Aberystwyth, the Rowett Institute (Aberdeen) and others. Vacancies are publicly advertised in scientific journals such as "Nature," but may be filled by promotion and in any case personal knowledge of the applicant goes a long way in

influencing those responsible for appointment. In these institutes the range of research is wide, covering many aspects of biology, chemistry, physics and statistics. The Government seed-testing station at Cambridge employs women, and there are openings for trained testers with some of the large seed firms, which submit their seeds to rigid examination before marketing, to ensure that they conform with the official regulations for purity and germination. Museum work offers another field of activity especially for biologists and geologists, most of the posts being in connection with museum upkeep involving systematic identification, classification and arranging of specimens. There are, however, various lines of investigation carried out in some cases which call for other types of training and mentality than that of the systematist. Also, field expeditions and collecting trips are frequently organised by museums and the possibility always exists of a really keen woman worker getting the opportunity of being attached to such an expedition, and so gaining first-hand experience of a most valuable nature.

During recent years there has arisen a growing demand for trained research workers in the commercial field, especially for chemists. Such posts are usually filled by men, but there is no reason why women should not be equally efficient in many cases, such as for research on the purity of foodstuffs and confectionery. At the present time women are holding posts in large physical laboratories and, less frequently, in engineering works. As time goes on and the value of scientific work in relation to manufacturing processes becomes more fully recognised, there may be more scope in this field for women with the right preliminary training.

In addition to regular and permanent work, research workers are occasionally called upon to fill posts of a temporary or private nature. A private post may entail acting as a personal assistant to some research worker and often involves much secretarial work instead of real research. The value of such a position is that it helps to foster that personal element which is so useful an aid in obtaining more permanent employment. Beyond this such posts are precarious and afford little security of tenure, and can best be recommended as stepping-stones and not as an end in themselves. Occasionally, too, assistance is needed for carrying out a piece of work of a purely temporary nature, the post lapsing as soon as the job is finished. This again is a useful means of filling in a gap of time and of gaining experience, but should not be allowed to hinder a definite search for work of a more permanent nature.

As regards the financial side of research work, emoluments do not usually range high and they tend to be more restricted in the case of women than of men. Salaries between £200 and £400 represent a fair average of what can be expected, though exceptional women may command considerably more if they are fortunate enough to arrive at the particular post which suits

their capabilities. In some cases a sex-bar operates, which prevents the appointment of women to the more highly paid posts in certain services, though it does not necessarily restrict their working activities if they are endowed with a genuine urge for investigation. Among the permanent workers, those in Government services usually have the advantage of a superannuation or pension scheme, frequently contributory and compulsory, whereby a definite percentage is deducted from salary and is supplemented by a similar or greater sum from official sources. Where no definite pensions are given the superannuation scheme is often worked in conjunction with the Federated Superannuation Scheme for Universities, various options being allowed as to the form in which the superannuation will be payable on retirement. For temporary and private posts it is impossible to give any idea of the rate of remuneration, as this is usually fixed by special arrangement in each case. Temporary workers who are filling in gaps in a permanent service may receive the ordinary pay of the service or may be taken on at a lower rate, perhaps about £2. 10s. to £3 a week, especially in the case of junior workers who still have their experience to gain. Posts as assistants to private research workers are not usually very well paid, and of course carry no pension, so that in most cases such positions are taken more as a means of gaining experience than as a permanent means of livelihood.

Although salaries may not be high, a woman who makes definite lines of research peculiarly her own, can often find remunerative ways of utilising her knowledge. For instance a certain demand exists for lectures, either technical or semi-popular especially on biological subjects. In some cases the lecturer merely receives out of pocket expenses, but in others a definite fee is paid. Articles are often accepted by technical journals and by some of the weekly or monthly journals, provided they are really adapted to their purpose and express their information in the form of language best understood by the reading public.

Though the whole situation with regard to openings for women in research can only be regarded as difficult and somewhat nebulous, nevertheless there is no doubt whatever that opportunities and posts do exist, and can be gained by adequately trained workers. Where financial matters press and it is impossible to wait, it may be necessary for a teaching post to be accepted as a temporary measure while efforts are made to enter the research field. Women have shown themselves capable of excellent work—one woman is now director of leather research in this country, others have been sent abroad in connection with medical research—and there is no need for anyone with a real desire for the work to consider the case hopeless until all the various possibilities which undoubtedly exist have been explored.

THE OUTLOOK FOR THE SCIENTIFIC RESEARCH WORKER.

BY

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With a note by JOCELYN FIELD THORPE, C.B.E., D.S.C., F.R.S., F.I.C.,
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Institute of Chemistry.

Scientific research offers a wide field in academic life as well as in industry, to men and women alike, but the training is long and costly, while only those who have the necessary ability and aptitude can hope to succeed. Openings are numerous, but the trouble is that in this, probably more than in any other walk of life, the second-class man or woman finds no place. Only those of the first class can supply the necessary power and initiative to carry forward the work of discovery in this most difficult domain.

The training in all cases involves a sound general education, an honours degree or its equivalent in some branch of science, and a post-graduate course of one or more years' duration in training in the methods of research, such a course leading naturally to the higher degree of M.Sc., or Ph.D. Facilities for obtaining training in the methods of research are to be found in all universities and colleges and most technical schools where the heads of the departments and the senior members of the staff, themselves active research workers, are always ready to admit suitable graduates into their schools of research.

Within recent years the method of research by committees has steadily increased. This method, which was an outcome of the war, enables a number of persons who are not themselves individualists, to work in a team under some director whose initiation and inspiration is followed by them along the lines laid down by the controlling committee. The method has become necessary owing to the vast number of problems which face industry and which can only be solved by concerted attack. Without destroying individualism and without even hampering its development, team work in the right hands is not only good for the seeker but also for the sought. In the wrong hands, however, it is one of the worst influences that can afflict science, and unless properly understood it leads to destruction of individual freedom and all which that implies.

The provision of scholarships or grants to enable women graduates to train in the methods of research are now fairly ample; most of the women's colleges offer scholarships or "free places" for post-graduate courses in research work. Local education authorities also make grants to post-graduate students, and further facilities are afforded by the 1851 Exhibitions, and

the awards of the Carnegie Trust. The grants made to highly qualified candidates by the Committee of the Privy Council for Scientific and Industrial Research for training in methods of research are of exceptional value. Applications for these grants are made by the professor in whose laboratory and under whose supervision the research is to be conducted; they cover laboratory and tuition fees and the cost of maintenance, and are awarded in the first instance for one year, but in the case of a promising candidate they may be renewed for a second year.

The period of post-graduate training in the methods of research is usually two years, and at the end of that time the teaching profession absorbs the greater number of the trained research workers; for the teacher is, or should be, always an active research worker and a trainer in methods of research. The remuneration attached to teaching posts in schools, and to demonstratorships and lectureships in colleges ranges from £150 to £500 a year; whilst professors and heads of departments command salaries of £800 to £1,000.

For the trained research worker who does not wish to teach there are a limited number of facilities for carrying out independent research work. These facilities include:

(1) Personal grants of the nature of a Fellowship awarded to independent research workers by the committee of the Privy Council for Scientific and Industrial Research.

(2) The Ramsay Memorial Fellowships. These valuable fellowships of £500 to £600 are held normally for two years, but may, in exceptional circumstances, be extended to three years.

(3) The Beit Research Fellowships for which women are eligible as candidates.

(4) Industrial Research. There are a fair number of openings for women trained in methods of research to engage in industrial research. At the present time a number of women are employed on the staffs of the research associations of the various industries financed by, or otherwise associated with, the Department of Scientific and Industrial Research. In the case of one Research Association a woman holds the position of director; other workers are conducting valuable independent research, or carrying out research work under direction, while a few are engaged in routine work. The salaries range from £240 to £600.

(5) Fellowships and scholarships offered by National Associations of the International Federation of University Women to members of any National Association or Federation, from time to time as funds become available, enable the holder to carry on a year's research in some country other than her own. Further information may be obtained from the Secretary, British Federation of University Women, Crosby Hall, Cheyne Walk, S.W.3.

In addition to research associations of particular trades

assisted by the Scientific and Industrial Research Department, there are also a number of Research Boards controlled by an *ad hoc* Committee, and in the work conducted by certain of these Boards, notably the Food Investigations Board, and the Adhesives Board, a considerable number of women are engaged. Some of these women are highly skilled research workers of long experience, their work is practically independent, subject to suggestion, criticism, and co-ordination by the Director of the Board; and not the least important part of their work is the training of junior assistants in the methods of research.

The result of many enquiries as to the possible openings in the industrial world for women who have been trained for research work under one or more of the organisations already referred to affords a fairly promising outlook for the scientific research worker; employers generally are willing to admit women to analytical and research departments of works laboratories, but the opinion is prevalent that the positions of works' chemists who deal with the large scale production processes are not suitable for women, firstly because of the difficulty women experience in dealing with the workman, and secondly, because no research worker is of immediate value to his or her employer, and after one or two years when their experience in the industry is making their work most useful, women are apt to marry.

Note by Professor Thorpe.

The possession of aptitude for research is an essential qualification without which no man or woman should enter on a research career. Without this attribute no research worker can be successful, and it is perhaps unfortunate that many men and women, who are totally unfitted by temperament, are lured into the research groove because they see before them the higher university degrees which are bestowed for research. Unfortunately, our present system of examinations does not enable us to say whether, at the end of a third year course a man or a woman has any aptitude for research. But a subsequent training of six months will settle this point, and, at this stage, the elimination of those who prove themselves to be unsuitable must be rigorously carried out.

WOMEN'S WORK AT SEA.

BY

J. D. SINGER,

Assistant to Marine Superintendent, Orient Steam Navigation Company, Ltd.

Positions open to women at sea are increasing as the standard and popularity of sea travel develops, but although these opportunities have increased, the competition for obtaining employ-

ment has gone up even more, and the Shipowner demands a very high standard for his female domestic staff.

The types and conditions of employment vary in different Steamship Companies. Most of the big Lines have an official who is responsible for the selection and administration of this branch of the staff, and application should be made direct to the "Women Staff Supervisor," at the Head Office of the appropriate Company. The service of employment agencies is, as a rule, not required.

In accordance with the Board of Trade requirements all members of the ship's crew are engaged by the voyage only, although there is a reasonable expectation of employment on successive voyages. Service and pay in most cases is discontinued whilst the vessel is in her home port for the intervals between voyages.

Many applicants are under the impression that employment at sea offers a cheap and easy way of seeing the world, but no one should contemplate taking up this form of work unless she is prepared to work hard and be subject to strict discipline. The passengers' needs must always have first claim.

Leave on shore at the various ports during the voyage is an exceptional privilege and can only be expected during slack voyages.

The women staff are, as a rule, accommodated in two and four berth cabins in parts of the ship appropriate to their various duties.

Trained Nurses.

Most of the big passenger Lines now carry on each steamer one or more trained nurses whose duties are divided between all classes of passengers and members of the crew who require nursing attention. In professional matters the Nursing Sister is under the direct orders of the ship's Surgeon, but in all others she conforms to the general regulations and discipline of the ship.

The Nursing Sister is usually berthed in the 1st Class and enjoys the privileges granted to other officers.

In some Lines the appointment is permanent, but in others the maximum period of service is from two to three years. The qualifications and age limit again vary according to the different lines, but all applicants should be State Registered Nurses, and, in many cases, the possession of the Central Midwives' Board's Certificate, and experience in private nursing is compulsory. The hours of work necessarily vary according to the amount of illness on board, but, as a rule, Nursing Sisters have reasonable opportunity for rest and recreation.

Nursery Hostesses.

At the time of writing there is only one British Line that employs a Nursery Hostess on board its steamers, although other Companies may possibly develop this branch in the future.

The Nursery Hostess's duties are to amuse the children of the various passenger classes up to the age of 14 years, and by so doing relieve the parents to some degree of this continuous responsibility, and, at the same time, reduce the annoyance which small children may cause to the adult passengers.

For the position of Nursery Hostess considerable tact is required, as she has not only to deal with the children, who for the time being are under her charge, but also gain the confidence of the parents.

No special training is essential, but preference is given to well educated applicants between 26 and 35 years of age, who have had experience in handling children in numbers.

The appointment should not be looked upon as a career, as the maximum period of service does not exceed three years. The Nursery Hostess is accommodated in the 1st Class and enjoys the privileges granted to officers of the ship.

Stewardesses.

The majority of women on board ship are employed in the capacity of Stewardess. As a rule, their appointment commences as Stewardess in the lowest class of passenger accommodation, from which they are promoted by merit and/or seniority.

The work of the cabin Stewardess varies according to the number of passengers carried and conditions of weather. She shares with the Bedroom Steward the responsibility of making her passengers comfortable, and tact, intelligence and altruism are all qualities of a good Stewardess.

The working hours of a Stewardess are generally from 6 a.m. to 10 p.m., with time off during the afternoon.

Various companies differ in their regulations with regard to age of entry, and although no special training is required, most Lines prefer women who have had some nursing or domestic experience.

Nurseries are now included in the accommodation of many steamers, and Stewardesses are often carried for the care of the children on board; in this capacity, previous experience with babies and children is necessarily a great advantage.

Bath and Toilet Attendants are employed in many Lines; the pay and conditions of service being the same as for Stewardesses.

The rate of pay is £8. 17s. 6d. per month, which is in accordance with the scale laid down by the National Maritime Board, but besides this she can expect to make a reasonable sum in tips.

Stewardesses, as a rule, have their own Mess Room, or share that used by the leading Stewards.

Laundresses.

Women are employed in Laundries in many Lines, especially those making long voyages. The accommodation and messing

is similar to that of Stewardesses but the pay is slightly higher, and working hours are more regular. Most Lines demand good experience in ironing, although there are also a few vacancies for Calander hands, etc. This section is not so overcrowded as others at sea.

Other Positions.

Masseuses, Hairdressers, Manicurists, Stenographers, Swimming Instructresses and Shop Assistants, etc., are carried in certain Lines. The pay and accommodation of these ratings are comparable to those obtained on shore for similar positions.

Matrons and Welfare Workers are no longer employed since the cessation of emigration.

SECONDARY SCHOOL TEACHING - - - - -

(see TEACHING)

Secretarial Work.

THE APPEAL SECRETARY.

BY
HELEN BYWATER.

As a career for women the office of Appeal Secretary offers scope to those women whose education has been conducted on liberal lines, and who have had the great advantage of finishing abroad and perhaps of travel, all of which is broadening to the mind and outlook and gives undoubted opportunity for acquiring a very comprehensive knowledge of human nature. This is a most valuable asset to the Appeal Organiser, as she is automatically brought into contact with a variety of types—all of which require special handling if they are to be persuaded to subscribe to an Appeal and it must be borne in mind that the *personal* appeal is the most valuable. However well-worded a written appeal may be, there is nothing equal to the personal touch, provided the interviewer possesses a distinct personality and that she believes in the necessitous Cause she is advocating. Great initiative is required in planning an Appeal, but something new always brings in the Funds, and an Appeal Secretary needs to evolve fresh ideas if she is to make a success of her calling. Only by experience, however, covering many years can she hope to raise large sums of money, and it is strongly advised that those desiring to rise to the higher paid posts in this profession should place themselves under the direction of a well-known Appeal Organiser, who is conducting a big appeal, say for one of the London Hospitals. In this way all the necessary ground-work can be acquired, and for those who have the "flair" for it and a first-rate education to work on, there is no limit to the success such an aspirant may attain.

There is much competition in this field of work and frequently an advertised post will bring in hundreds of replies, not all

necessarily from competent Organisers, but quite a number from those who think it is an easy way of making a living and that no training is needed. It is becoming daily more evident that women of leisure and often business and retired service men are filling the ranks of Appeal Secretaries, but without the necessary foundation above referred to, their term of office is short.

The type of women suited to this profession are those who have courage, a definite aim, perseverance in the face of obstacles and a determination to succeed. A knowledge of shorthand and typewriting is always useful and those who have had some experience in debate—while at College—will find this a good foundation in preparing for Committee Meetings.

Salaries vary from £200 p.a. upwards according to experience, but posts are few and it is therefore wise to have another vocation—such as general secretarial work—to fall back on during the intervals between one post and another.

It is a great advantage to have influential friends, political, social or in the Hospital world, as they are likely to hear of openings privately, which do not appear in the "Times" and "Daily Telegraph." These papers are invariably used to advertise vacancies and should be carefully watched when seeking a post. These announcements appear under Official or Public Appointments.

Usually 25 is a good age to start, but many younger women are to be found in Appeal Departments, where the ground-work is learnt, so if you are really serious and intend to make this your career in life, it would be well to lose no time in entering this field of work. Openings occur more frequently in the Provinces than in London and you should definitely avail yourself of any and every opportunity, as it is all valuable experience and will help you to climb the ladder more quickly. Be prepared for emergencies, and always leave a margin against a time when you will not be drawing a salary. A private income is, of course, a very great advantage, owing to the gaps which are certain to occur from time to time.

There is so much sickness and suffering in the world that we cannot have too many capable and sincere women devoting their lives to raising funds to alleviate them.

THE GENERAL SECRETARY.

BY

E. R. W. UNMACK, M.A.(OXON.), PH.D.(LOND.),
Secretary, Central Employment Bureau for Women and
Students' Careers Association (Inc), Editor of
"Women's Employment" and Managing Director of the
Women's Employment Publishing Company, Ltd.

It has been said that the founding of societies is one of the vices of the British nation. Societies of all sorts abound in this



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country—religious, philanthropic, political, scientific, learned and academic, social and professional. The small society with very limited scope can be satisfactorily run by honorary officers in their spare time, but a large society or institution needs the whole-time service of a capable man or woman to co-ordinate its work and hold the whole together. The general secretary is responsible for the well-being of her organisation, which may be a large one with a big staff, considerable property, and activities covering a wide field. Societies are controlled by a body of persons elected for the purpose—Committee, Council, or Board of Governors—and by their own particular set of rules and regulations. The secretary is responsible to the Council or Committee, which meets at regular intervals, but a considerable amount of scope is usually allowed for personal initiative and enterprise. It will be clear that the secretary must have a firm grasp of the aims of her society and of the regulations which govern it.

The duties of a general secretary are not easily defined, as they depend upon the particular work of her organisation, and they can be very varied; but, omitting non-essentials, they may be regarded as falling into two divisions—organisation and administration, if organisation is taken to mean all that is involved in promoting the advancement of the work, and administration is understood to cover the management of the office and general control at headquarters. It is in the former of these two divisions that great variety of work is possible—the latter is the same in essentials for all kinds of institutions. Organisation involves the working out of the general programme, attendance at committees, both inside and outside the secretary's own office, numbers of interviews with people of all kinds, and, of course, a large amount of correspondence. A good deal of platform work may be included, and the organisation of lectures and public meetings at which the secretary may have to speak. Many institutions run a magazine or other periodical, and the secretary may be the editor of this organ or must, at any rate, work in close touch with it. Where no regular publication is issued there may still be a good deal of writing to be done; apart from general correspondence, the writing of minutes and the annual and other reports, it is sometimes necessary for pamphlets or leaflets dealing with the work of the society and occasional articles to be produced. It will be seen that the general secretary needs to be somewhat versatile. The qualities most required for the work of organisation are energy and enthusiasm, courage and perseverance, imagination and a sprig of prudence. The last-named quality is, however, usually supplied in adequate measure by the Committee, without whose sanction no right-minded secretary can act.

For administration the qualities most needed are a sense of proportion and a sense of justice; moreover, a sense of humour

will keep the secretary's hair from going grey before her time! In a well-run organisation of considerable size the work will be divided into separate departments, each under its own head, who is responsible to the secretary for her particular section of the work. The smooth running of any office depends upon co-operation between all departments, and for this team work the secretary is responsible. It is therefore important that she should be able to take a wide view of the work as a whole, seeing each department in its place in relation to the rest, and keeping a just balance and due proportion between the different parts. A liking for maps is probably quite a good indication of capacity for administration, for ability to see the parts in their relation to the whole is of supreme importance. At the same time the secretary must be able to enter into the details of each department's work, otherwise she will not be able to give help to the heads of departments when required, or even to understand any difficulties which may arise.

Finally, it is important that a general secretary should be a woman who really *likes* work, as she will get plenty of it!

The girl who wishes to become a general secretary should take every opportunity of developing herself in various directions. Membership of the school or college debating society is a useful introduction to the art of speaking in public. Helping to run school and college societies, games clubs, and other activities, also affords useful experience and makes it possible for a girl to discover whether she possesses the elements of organising ability. She will need a good university degree. By the time a girl reaches the Sixth Form she has usually shown which is her best subject, and in this she should take honours. Where there is a high standard in many subjects, and the choice is open, perhaps the most useful degree for the work in view would be a mathematical one, since concise and methodical thinking is required and statistics are being increasingly used in all sorts of organisations and institutions. A classical degree is also helpful as an aid to logical and methodical thought, while the advantages of a degree in Modern Languages are considerable, for rubbing shoulders with people of other countries and getting to understand them as one only can if their language is fairly familiar, is useful to a woman who will have to meet a great variety of people in the course of her work. For this reason, a year or two spent abroad after the university course is very helpful. Following this should come a thorough and comprehensive secretarial training—not rushed through in the minimum time, but taken slowly enough to allow for more subjects than are necessary to the girl who is aiming only at private secretarial work, or who wishes to enter a commercial firm. In addition to Shorthand and Typewriting, Elementary Book-keeping, Card-indexing, Filing, Duplicating, and the rest of office routine, the future General Secretary must pay careful

attention to Committee Procedure, and should also know something of Company Procedure. Any additional information she can acquire, such as a knowledge of insurance, rent, the law of property, employer's liability, health insurance, etc., etc., will prove useful. It is unfortunate that so many girls preparing to be secretaries fight shy of figures. Elementary Book-keeping is on the syllabus of most secretarial colleges, but is not, as a rule, obligatory. Students who omit this subject should, however, realise that they are rendering themselves ineligible for some interesting posts where the work is mainly secretarial, but where they may be required in addition to look after a small account. Book-keeping will not be required of the secretary of a large organisation, as a book-keeper or accountant is usually employed, but in the early stages of her career such knowledge may be useful, and in any case a general interest in finance is necessary. When her secretarial training is complete, the would-be general secretary will probably enter a non-commercial organisation, though a year or two with a commercial firm is quite a good beginning, since it should give her confidence in her capacity to work at high pressure. In any case, most of her experience will be gained in non-commercial work, and, although moving frequently from post to post is not usually desirable, yet the greater the variety of her work the better. A year or two in a newspaper office or with publishers would be a valuable bit of experience.

Some professional societies choose as secretary a man or woman who belongs to the particular profession represented, but this is not always the case. Educational societies value teaching experience, or experience of secretarial work in a school. Learned societies ordinarily require a secretary whose degree has included the subject dealt with, while technical societies may ask for high academic honours. It should not be forgotten that London and other great cities afford opportunities to people who are working in the day-time to continue their studies in almost any subject, or take up a fresh one, through conveniently spaced and timed and astonishingly inexpensive evening classes. Part of her leisure can also be used by an ambitious girl as preparation for organising work by helping to run a Club, or other activity, by joining a debating society, speech-training class, or amateur dramatic company. Her daily work will afford her opportunities not only of learning by actual experience the routine of office life, but of shouldering responsibility, acting on her own initiative, and possibly organising schemes of various kinds. Organising ability is not so common that it is likely to be overlooked in a good office, so the girl who shows signs of it will probably be given many opportunities of developing it. She may also be able to get experience of interviewing people, either outside or inside the office. If she can rise to a position in charge of a department this is, of course, the most valuable form of experience. If such promotion is closed to her where she is work-

ing, the young secretary, after a few years of experience, should be looking round for something of the sort outside. From a post as head of a department the step into a position as general secretary in charge of some organisation is not usually a difficult one.

With regard to financial prospects, the general secretary will not rise to wealth, but in a well-organised society she should earn a good income. Salaries vary so much according to the size, standing and work of different organisations that the scale is a very wide one.

To a woman who is strong and energetic this profession affords great satisfaction from the variety of the work involved, the numerous personal contacts, and the thrill which comes from being responsible for something that is living and growing.

Cost of Training.

University Honours Degree Course—~~3~~^{time} years. From £450 to £600 (maintenance in term ~~leave~~ included).

Secretarial Training Course—9 to 12 months. From £60 to £100 (approximately).

THE WORK OF A PRIVATE SECRETARY.

BY
HOPE BRANDRETH, LL.B.

“I want to be a Private Secretary to Somebody Important”—this is the ambition of nearly every girl who takes a Secretarial training, and rightly so, since it is one of the highest positions in the secretarial world—provided that “Somebody” is really “Important.” But it is not an ambition easily or quickly realised, for it demands first of all a very good education and secondly a knowledge of men and affairs such as is gained only through experience.

First as to education—a Degree is valuable, not only because employers often ask for it, but because a graduate in any branch of learning has developed a trained brain. She will find it easier to grasp the many subjects with which she has to deal, for the chief characteristic of the work of a Private Secretary is that it is immensely varied. Any man or woman who employs a Private Secretary will no doubt have a great many ‘irons in the fire,’ and it will be the Secretary’s duty to become thoroughly conversant with these many interests. She must also learn her employer’s tastes and adapt herself to his personality, so that he will feel his affairs are being looked after in just the way he would look after them himself were he not such a busy man. She must have initiative and be absolutely dependable, but she must always remember that she is the Agent and not the Principal. An employer who can say of all his affairs “Oh, my Secretary will see to that,” and know that his Secretary’s methods will be his and not her own, has indeed found the perfect Secretary.

With regard to the kind of experience which is valuable, I should say that almost all jobs except purely business ones will help towards the goal in view, since a Private Secretary is usually looked upon as a complete encyclopædia, and it is therefore useful to have experienced several different kinds of employment. Perhaps the most useful experience is that gained in a publishing firm, as most People of Importance write and will at some time require the Secretary to know the manner of getting a book or article through the Press. Jobs in large institutions, such as the clerical staff of a hospital, college or a well-known charity, may bring one into contact with the very kind of people who require secretaries of their own. Even if private employment does not arise immediately upon such a job, it is a better recommendation than having been employed in a purely business firm. To have worked in however humble a capacity for an institution whose name everybody knows will carry more weight than even having been the "Private Secretary to the Manager of Messrs. —," of which few persons may have heard. This is a point well worth bearing in mind when attracted by the higher pay of the latter post. Part-time jobs as a Private Secretary may not be a financial benefit but will lead sooner to a similar whole-time post. Employers naturally attach great importance to references, and it is well to remember this from the first.

Private employment differs very much from that of an office, where the hours are fixed and everything is run very much according to a prescribed routine. The Private Secretary's day depends on her employer's engagements, which vary from day to day, and she will have to make her plans in accordance with his. She will not be able to stay away from work feeling that "Miss So-and-So will be able to carry on," for it is unlikely that she will have a colleague. The prestige usually associated with being a Private Secretary entails a certain loss of companionship and freedom, but it gives greater scope for the girl who has more capabilities and wider interests than can be satisfied with the work and life of an office.

A thorough training at a good Secretarial College is very necessary.

Length of Training	6 months—1 year.
Cost of Training	Varies from £40—£100.

THE WORK OF A SCHOOL SECRETARY.

BY

MARJORIE PELLOE,
Secretary of Headington School, Oxford.

It has been said that, "It is no small task to help to make the machinery of a big school run more smoothly," and that, in brief, is the function of a school secretary. Her job is an attractive one which offers much scope and endless variety.

One of the chief qualifications necessary is, of course, a secretarial training. A knowledge of shorthand, typewriting, duplicating, filing, office routine and a simple form of book-keeping is essential for the efficient running of the secretarial side of school organisation. Headmistresses, when appointing their secretaries, as a rule look for people who have had a good general education, and to have gained a School Certificate or a Higher School Certificate is a recommendation to a Headmistress as evidence of intelligence and of a certain standard attained.

School secretaries should also have an interest in education as a whole and some knowledge of the different types of schools in the country, and should take every opportunity of studying present-day conditions and problems in education.

They should be quite sure that they can work happily in a school atmosphere and be ready to enter into the life of the school.

Another important qualification is experience. It is often the case that Old Girls, after a secretarial training, go back to their own schools as assistant secretaries. In many ways this is helpful, as they start with a thorough knowledge of the ways of the school and with a keen interest in its welfare—both important conditions for success in this work. Then, after two or three years as assistants, they are qualified for the more responsible post of secretary, either in their own schools or elsewhere. But, on the other hand, a possibly wiser course is to have a few years' general secretarial experience quite outside school work, in order to gain a wider knowledge of business methods and so to be better equipped for work in a school. For it must be remembered that school secretaries are somewhat isolated in their work. As a rule there is no one else with secretarial experience to whom they can turn for advice when technical difficulties arise, and therefore it is important that through experience they should have learnt self-reliance and an ability to tackle problems that might daunt a beginner.

A school secretary's work varies considerably according to whether she is working in a day school or a boarding school, in a public school, a secondary school with a Board of Governors, a secondary school under a Local Education Authority or a private school. She may be a personal secretary to the Headmistress; or she may be secretary to the school, in which case her work covers a wider field; she may be a bursar, responsible for the accounts of the school and for receiving the school fees, her duties also including supervision of domestic arrangements and work in connection with repairs and the care of school buildings and grounds; or she may be partly employed by the Governing Body of the school, and take Minutes at their meetings, etc., in addition to her school work. But in many schools it happens that the secretary combines a part or all of these functions, and it is therefore difficult to generalise. It must be obvious, for

instance, that the work of a secretary in a secondary day school of 400—500 pupils under a Local Education Authority would differ widely from that of a secretary in a private boarding school of 40—50 pupils.

Hours of work are usually long and somewhat elastic, but this slight disadvantage is offset by the free Saturday morning obtaining in many schools and by the length of the holidays, which on an average amount to ten weeks in the year.

However much conditions may vary, there are a certain number of duties which are common to the majority of school secretaries. The keeping of accounts, in some form or another, is an important part of the work. School fees, meals, petty cash, wages, games, postage, uniform, hospital collections, school charities, plays and entertainments—some or all of these accounts have to be kept in every school, and the work involved in keeping them balanced may take up a considerable proportion of the secretary's time.

The Headmistress's correspondence is another large item and one of the most interesting. Not only have the many letters which come daily to be answered, but all must be filed in such a way that they can easily be found when required, possibly at a moment's notice. It is quite usual for a file to be kept for each pupil in the school, but besides this there is generally a mass of other correspondence, notices, memoranda, etc., to be filed away.

Duplicating is a prominent feature of school work. The duplicating of circular letters to parents, invitations to school functions, notices of plays and concerts, school lists of various kinds—all have to be done at intervals, as also examination or test papers, the latter task requiring an ability to read many kinds of handwriting. The duplicating of letters to parents, notifying them of cases of infection, may have to be put through at very short notice and usually takes precedence of any other work in hand at the moment.

The ordering and distribution of school stationery often falls to the lot of the Secretary; so does the taking in and selling of second-hand text books, the copying of the school time table and the planning of times of piano lessons and other subjects outside the ordinary curriculum.

The regulations of the Board of Education have added considerably to secretarial work in many schools in the last fifteen years or so. Under this heading comes responsibility for the completion and checking of form attendance registers, the filling up of forms for individual pupils, the comprehensive annual returns to be sent to the Board at the beginning of October, particulars to be supplied for staff service books and the keeping of a staff register.

Other school registers must be kept, with particulars about each pupil, this being often done in card index form. Such information must be kept up-to-date, and changes of address, examinations passed or scholarships awarded all noted.

Arrangements for the entrance examination of new pupils, for medical inspections, for Speech Day or Prizegiving, and a share in the organisation of school functions are duties which generally devolve in whole or in part upon the majority of school secretaries.

Nowadays the answering of the telephone makes increasing demands upon the secretary's time; and it is not always possible to delegate this, as many of the questions or problems raised by telephone require a detailed knowledge of the various departments of school life.

The duties so far enumerated for the most part involve dealing with things, but human contacts have a large share in a school secretary's life and add greatly to its interest.

There is invariably a certain amount of interviewing. Nearly all visitors to a school are seen at one time or another by the secretary, from travellers (the majority of whom have to be sent politely but firmly away) to inspectors or members of the Governing Body.

Visitors wishing to see certain aspects of school work (these are often foreigners) may have to be conducted round after a preliminary interview with the Headmistress; or new parents shown over the school, many of whom ask searching questions requiring a somewhat encyclopædic knowledge to answer. This duty, particularly in a boarding school where there is more to show, is by no means negligible, and, though often performed by the Headmistress, is not infrequently delegated to the secretary. Parents of present pupils are constant visitors, and lecturers, musicians or artistes may have to be escorted or entertained.

In the school itself the secretary is in touch with each section of the community. She often has to pay the wages of the household staff and caretaker and supervise the carrying out of a part or all of their duties. The pupils come to the secretary's office to reclaim lost property, or to buy dinner tickets or get pocket money, and for many other reasons. Some secretaries combine the teaching of secretarial subjects with their office work, and in this way have a far closer contact with the pupils. In a day school, in a case of accident or illness, the secretary is often the person who renders first aid, telephones for a doctor or gets in touch with the relations.

The teaching staff takes up a good deal of the secretary's time, either in connection with salary claims, orders for school materials, the keeping of registers, or information about the home-circumstances of pupils.

And finally there is the daily contact with the Headmistress, and it is this relationship which provides the secretary with many opportunities for co-operation and for taking a part in some measure in helping along the smooth running of the school.

An ex-President of the Head Mistresses' Association has said that she has come to the conclusion that "imperturbability is probably the greatest quality required." A school secretary's

work consists largely of interruptions and she has many unexpected emergencies and difficulties with which to deal, so it is important that she should remain calm and unruffled. Organising ability, an attention to detail, resourcefulness, a power to deal quickly with figures, accuracy, a good memory, adaptability, discretion and a sense of humour—all these are desirable qualities, though no one secretary is likely to possess them all. With regard to humour, there is a definite 'lighter side' to life in any school, and a power to recognise it can lighten work which is at times exacting.

Most secondary schools and many private schools in the country have secretaries, and therefore there is a reasonable chance of candidates with the right qualifications securing a post. Vacancies are generally advertised in the educational press, or information about them may be obtained through scholastic agencies or secretarial training colleges.

From statistics collected it has been gathered that there is a very wide divergence in rate of salary, which varies according to area, type of school, length of service and so on; but the average range is from about £150-£300 p.a., with a deduction of about £80 for resident posts. It is not possible to give any figures for assistant secretaries, many of whom do part-time work only. In this connection much useful work has been done by the School Secretaries' Branch of the Association of Women Clerks and Secretaries, who a few years ago drew up a proposed minimum scale of salaries for recommendation to Governing Bodies and Local Education Authorities. The figures suggested are as follows:—For secretaries in the provinces, commencing salary £180, rising by annual increments of £10 to £280; for secretaries in the London area, commencing salary £200, rising by annual increments of £10 to £300; the same scale, with a deduction of £80 for residence, to apply to boarding school secretaries. This scale has been adopted by a number of School Governing Bodies, as has also the strong recommendation of the Branch that provision should be made for superannuation for school secretaries, not all of whom are at present pensionable.

The branch was formed some ten years ago in order that school secretaries might have the chance of meeting together occasionally, of getting to know one another, of talking over difficulties and "pooling" their experience. It aims at being instrumental in providing a better secretarial service in schools together with conditions of work and salary. From a small beginning it has grown to a membership of over 150 school secretaries from all parts of the country, who hold an annual week-end conference and who from time to time arrange meetings in different areas at which small groups of secretaries are able to meet socially. The benefit of having such an organisation has already been amply justified by results.

Social Work.

CLUB WORK.

BY

D. M. WARREN,

Organising Secretary, National Council of Girls' Clubs, 1931-39.

Social service has an attractive sound to many girls who are deciding upon a future career, and it is not, I believe, unusual for students to embark upon work for a social science diploma without any very clear idea of the sort of job which they want to take at the end of their course.

I am writing to plead the cause of girls' club work as one possibility, but have no desire to persuade the would-be social worker that this is necessarily her particular sphere. The Club-Leader's job is an exacting one; it demands, first of all, that those who take it up should have a genuine liking for girls of all ages, not only for the well-behaved, reliable girl who can take responsibility and talk intelligently, but also the girl who is not, apparently, interested in anything but dancing and film stars, who presents a sulky, dissatisfied face in the club—and that irregularly—who changes her interests and enthusiasms bewilderingly and who is, in fact, what is generally described as "difficult."

Club activities normally include handicrafts, physical training and dancing, music, drama and debates, cooking and dressmaking, and the progressive club will work in close harmony with the Local Education Authority and with any other organisations which can help to enrich the lives of its members; the progressive Leader will welcome the fact that her girls attend outside classes and take an interest in public affairs.

To-day there is no doubt that the natural desire of the girl and boy, especially after the age of 16, to have some of their pursuits together, and to meet normally in their leisure time, must be recognised by any Club Leader who is going to make a success of her task, and an ability to run mixed activities and treat the relationships between boy and girl in a natural, healthy manner, is a necessary quality of the modern Club Leader.

The organisation of club holidays, and in these days, very often, of canvas camping, is an important function of club life, and numbers of girls have found the joys of country life, of tramping and swimming, and basking in the sun, only through their membership of a club.

It is obvious that Leaders of clubs which are situated in very poor parts of the country will need to be adaptable and to take on many jobs which the student in training may never have thought would come her way. The health, the domestic, and the legal problems of her members, their conditions at work, and their love affairs, may all be brought to the club for solution, and woe betide the Leader who has to say, "I do not know!"

From what I have said it will be seen that the provision of training for Leaders, and indeed for helpers, voluntary or otherwise, must be an important part of the work of an organisation like the National Council of Girls' Clubs.

Three main types of worker are needed for the growing and varied requirements of clubs for girls; fully trained club leaders who are full-time workers and responsible for the running of one or more clubs; trained assistant club leaders or helpers who are responsible, under the guidance of the club leader, for part of the programme, and who may or may not be specialists in one of the subjects undertaken in the club classes; and qualified specialists in such subjects as handicrafts, recreational physical training, music and drama.

The National Council of Girls' Clubs has special courses for training club leaders and assistant club leaders. These are run on inter-denominational lines planned in consultation with social and religious organisations concerned with girls' work and with representatives of educational bodies and settlements. Candidates for the certificate courses are required to register as students with the National Council and to take the appropriate course of training as laid down in the Council's regulations. The following qualifications are awarded by the National Council:

(1) *The Diploma* is awarded to candidates holding a social science certificate of a University, who have obtained Certificate I in Club Leadership, and after at least one year's experience in responsible work, have shown themselves to be exceptionally well qualified for the work of club leadership.

(2) *Certificate I* is awarded to candidates who have successfully completed eighteen months' full-time training, in accordance with the syllabus drawn up by the National Council of Girls' Clubs.

(3) *Certificate II* is awarded to candidates who have successfully completed a course of part-time training of at least eighteen months (but not more than three years) under the National Council scheme. This certificate is intended for candidates who, being engaged in other occupations, cannot give their full time to the training.

(4) *A badge* is awarded to voluntary helpers who have satisfactorily completed a six months' course.

The Full Syllabus for Training includes:

1. A study of the religious aspect of Club work.
2. Attendance at courses of lectures in Club work, Elementary Social Administration, Problems of Personality and Conduct, and First Aid. Students must pass examinations in each of these subjects.
3. Practical experience in club work and management, home visiting, visits to various types of clubs and organisation of club holidays, and training in camping.
4. Visits of observation to schools, Juvenile Instruction

Centres, factories, employment agencies, hostels and other social agencies.

5. Training in methods of teaching through study circles, preparation and delivery of club talks and story telling.

6. Elementary knowledge and understanding of the general principles of health and physical training.

7. Instruction in and practical club experience of at least two of the normal educational club activities, such as handicrafts, music and drama.

8. Attendance at Conferences on club work and other forms of social service.

9. Training in family case work.

The certificates are granted by the Council, partly on the result of a written examination, partly on reports of practical work, and partly on personal qualifications. Residence in one of the club training centres approved by the Council is regarded as of great importance, but when this is not possible, non-resident training may be arranged.

Cost of Training.

The total cost of the course, including lectures, attendance at conferences, and fees for registration and examinations, is not more than £10. The cost of board and maintenance at an approved residential centre is additional and depends on the centre selected. It usually varies from 30s. to 35s. a week. The cost of books is nominal, as library facilities are, as a rule, arranged at the residential centre.

Special arrangements for training under the National Council of Girls' Clubs have been made through local committees in Scotland, Lancashire and Yorkshire, as well as in London, and steps are being taken to set up local committees in other parts of the country as well.

Posts.

Salaries for Club Leaders are not high. In the present day, a student at the end of her training may obtain a resident post as an assistant at from £60 to £80, or £120 non-resident. When she has gained more experience, she may obtain a Club Leader's post at a salary of perhaps £150 resident, or £200 to £250 non-resident. She may, as the community centre movement develops, obtain a post as a Club Leader in one of these, or even later on as a Warden in a settlement or community centre, at a salary a little higher than that of a full-time Club Leader, or she might obtain an organising post in an organisation such as the National Council of Girls' Clubs, or the Young Women's Christian Association, or a similar body, at a salary up to £300 a year. Experience in club leadership is recognised as a very valuable preliminary to women police work, and that of remand workers, probation officers and mental health workers.

It cannot be denied, however, that the prospect is not so-

certain a one as can be offered by social work posts under a public authority, but if you speak to a successful Leader of some years' standing, she will tell you that it is difficult to find any occupation so absorbing, so full of human interest, and, especially when things go well, so entirely satisfying, as that of club leadership.

Note.—For further particulars of training course, apply to the National Council of Girls' Clubs, Hamilton House, Bidborough Street, London, W.C.1.

Students who desire information about the training for special types of girls' work, such as that of the Y.W.C.A., the G.F.S., the Girls' Life Brigade, etc., should apply to the Headquarters of those organisations.

Length of Training 18 months.

Cost of Training £10, plus 30s.—35s. a week
(maintenance).

THE WORK OF A HOSPITAL ALMONER.

BY

THE SECRETARY OF THE INSTITUTE OF HOSPITAL ALMONERS,
Tavistock House (North), Tavistock Square, W.C.1.

There has been a good deal written and spoken during recent years about the work of Hospital Almoners and the need for a steady supply of trained people for the increasing number of posts that become vacant. Yet in spite of this publicity there is still much misapprehension as to what the work involves and ignorance as to how to qualify for it.

The essential function of the Almoner is to be the person in the Hospital who knows the setting in which the patients' lives are lived, who can therefore, by the information she supplies to the medical and nursing staff, or through the agencies in the community whose assistance she asks, help the patient to adjust the conditions in which he lives so that he may profit as fully as possible by the Hospital treatment. Within that wide definition an infinite variety of duties fall, the following examples are selected at random.

A patient is suffering from a disease in the treatment of which fresh air and absence from exertion play an important part and the doctor wishes to have a detailed report of the conditions in which home life is carried on, so the almoner puts a visitor in touch with the home who will report at the intervals required. She will bring these reports to the doctor's notice and see that the visitor knows of the instructions he gives. If a period in a convalescent home at the seaside or in a country place is required to complete the treatment given in Hospital, it will be the Almoner's duty to arrange this at a Home suitable to the particular tastes of the patient and to the illness for which he has had treatment. This will include careful selection of the Home,

arrangements for the journeys and the cost of maintenance while there.

Another important section of an Almoner's work includes the detailed work required for some patients before they can feel free to enter Hospital. The busy mother of a family, or the wage earner on whom the weekly income depends, is all too often compelled by circumstances to postpone Hospital treatment until too late. The Almoner has the opportunity to help the patient to make arrangements whereby a voluntary society will give a weekly grant, or a Club benefit be paid, or helpful relations called in; for a worrying mind may counteract the best medical treatment.

In the social legislation of this country very full provision is made for the care of the sick or unfortunate, and it is the Almoners duty to advise patients of the help to which their particular circumstances entitle them. It is necessary for her to be as much at home in the intricacies of the National Health Insurance Act, as in the regulations governing the administration of unemployment assistance; to be able to explain to a tuberculous patient the provisions which the State makes for his treatment, to know where a man of no fixed abode may be referred for the supply of his needs, to understand the provisions for maternity and child welfare, the treatment of necessitous school children, the permanent care of the blind, the deaf, the mentally ill, and the aged.

The financial side of an Almoner's work is often misunderstood, but it is so closely allied to the social work that the two hang together though the emphasis may fall on one side or the other according to the particular outlook of the Hospital concerned. In practically every Hospital to-day patients are required to pay for treatment by joining a contributory scheme of weekly payments during health, or by contribution of agreed amount during the period in Hospital. Where assessment of a weekly contribution is required much experience and skill is necessary. So many items have to be taken into account besides the actual income and expenditure; the family's standard of living, the necessary expenses that the illness involves, or the probable length of the illness.

The above is a brief outline of the work. It will be seen that it is applicable to Hospitals under the control of a Public Authority as well as to the old Voluntary Hospitals with a long tradition of service and the new Hospital growing up in a crowded locality. The last decade has witnessed a tremendous increase in the development of State Medical Services.

It will be apparent from this brief sketch of the lines within which an Almoner's work is set that it needs special preparation. Not only is the Almoner required to be at home in Hospital routine, but she must also have adequate knowledge of social legislation and an intelligent understanding of the economic and social history that lies behind society as it exists to-day.

Almoner students are therefore required to qualify for a Social Studies Certificate at one of the University Schools of Social Study. For this it is necessary to have reached the age of 19 and to produce evidence of a good previous education. The work for this Certificate, which is a general preparation for various kinds of social work, includes the following social science subjects: social philosophy and psychology, social economics, social and industrial history, public administration. Practical work is undertaken concurrently with the course. Almoner students are required to do four months general family case-work, which may sometimes be included in the Social Studies course. Graduates with qualifications in Social Science subjects, satisfactory to the Executive Council of the Institute, may be accepted for practical training only, but a decision on this matter can only be made at an interview with the Selection Committee. Candidates for training are interviewed by a Selection Committee of the Institute, either in London or in one of the Local Committee Centres, and must be between the ages of 19 and 35. The Certificate of the Institute is never given before the student reaches the age of 22. The fees payable to the Institute are between twenty-five and thirty guineas, according to whether family case-work is additional to the Social Studies Course or included with it. The fee for the Social Studies Course varies from twelve to thirty guineas per year according to the place selected. After theoretical training students enter on eleven months' work in Almoners' departments in Hospitals where they work under the Almoner's supervision.

After training the prospects of getting a post are good. For some considerable time past the demand for trained Almoners has been steadily increasing and it seems that this is likely to continue. Salaries usually begin at about £200 p.a. for an assistant's post, and rise to £250, £300 and occasionally more. Most Hospitals include the Almoner in the Pension Scheme adopted for Hospital Officers.

Selection and Advisory Committees:

- London:* The Secretary, The Institute of Hospital Almoners, Tavistock House (North), Tavistock Square, W.C.1. Tel.: Euston 1511.
- Birmingham:* Mrs. Gillman, 2, Amesbury Road, Moseley, Birmingham.
- Bristol:* Miss Godden, Almoner, The General Hospital, Bristol.
- Dublin:* Mrs. Childers, Civics Institute of Ireland, The Court-house, 58, South William Street, Dublin.
- Edinburgh:* Miss Nora Milnes, B.Sc., Department of Social Study, The University.
- Glasgow:* Miss Helen Story, School of Social Study, The University.
- Leeds:* Mrs. Bibby, Yarlsber, Primley Park Road, Moortown, Leeds.

Liverpool: Miss Price, Almoner, David Lewis Northern Hospital.
Newcastle: Miss Johns, The White House, Grainger Park Road.

*Schools of Social Study approved by the Institute of Hospital
Almoners for purposes of training:*

London School of Economics	Birmingham University
Bedford College, London	Bristol University
King's College of Household and Social Science, London	Manchester University
Oxford School of Social Study	Nottingham University College
Leeds University	Edinburgh University
Liverpool University	Glasgow University

SETTLEMENT WORK.

BY

E. MARGARET GALLOWAY, B.A.,
 Warden, Canning Town Women's Settlement.

It is now over fifty years since the first Settlement was founded in the East End of London. Toynbee Hall, and subsequently the whole Settlement movement, arose as a result of the appreciation of three fundamental needs, defined by Mr. J. A. R. Pimlott, as the "need for scientific research, the need for a wider life through education, and the need for leadership."

In the present day Settlements vary very much in their scope and activities. In spite of the vast amount of remedial social legislation of the last half century, for much of which the Settlement Movement is largely responsible, there is still endless scope for the voluntary organization with its intimate contact with family life.

Many Settlements work in close contact with the C.O.S., Invalid Children's Aid Association, Care and After-Care Committees and Thrift Clubs and take a share of local government. Their activities usually include recreational and education clubs of many varieties, and amongst other Settlement activities may be found Nursery Schools, Infant Welfare Centres, Invalid Kitchens, Allotment holders and Gardener's Groups and Foot Clinics.

A modern Settlement attempts to be:—

(a) a meeting place for theory and practice; where a man or woman with theoretical knowledge can meet those whose experience has been intimate and practical. It thus provides much informal education that can be equally valuable to both East and West.

(b) A neighbourhood centre; prepared to meet the social needs of its own district.

(c) A centre for the ventilation of ideas and for experimental work in social reform.

Residence in a Settlement, even for a short period, is probably the best possible means of understanding and appreciating the conditions of working-class life in a way which can not be brought about by years of theoretical study.

A great deal of settlement work is done voluntarily by Residents who contribute towards their own board and lodging, but most Settlements now include salaried and trained people of experience who direct the work of volunteers. In many, too, there are opportunities for students to gain practical experience, when taking courses of study to prepare themselves for posts such as that of Welfare Worker, Club Leader, Hospital Almoner, Probation Officer, etc. Some Settlements can provide bursaries for students.

The Settlements which have grown up since the War in depressed areas and new housing areas are usually smaller and have only a few residents. They have excellent opportunities for carrying out experimental work.

Fees for residence in Settlements are usually round about 35/- a week, and their value as training-ground for men or women requiring knowledge of working-class conditions and of the practical working of social legislation can hardly be over-estimated.

A list of Settlements and further details may be obtained from the Secretary, British Association of Residential Settlements, 1, Museum Street, W.C.1.

SOCIAL WORK.

BY

H. A. MESS, B.A., PH.D.

(Reader in Sociology and Director of the Department of Social Studies, Bedford College for Women).

The number of social workers, servants either of a statutory authority or of a voluntary organisation, has increased rapidly in the last few decades, and there is every likelihood of still further expansion. Concurrently with the growth in numbers there has been a considerable improvement in status, remuneration and conditions of service.

There are many different forms of social service, and descriptions of some of them are to be found in other articles in this volume. By way of illustration, but certainly not in any comprehensive manner, we may cite the work of Charity Organisation Society Secretaries, of Hospital Almoners, of Probation Officers, of Girls' Club organisers, of secretaries to Tuberculosis Care Committees, of School Care Committee organisers, of workers for Mental Welfare Associations, and of officials of Settlements.

The tendency in recent years has been for each branch of social work to become more and more specialised, developing

its own technique and in many cases requiring of those who enter it a specialised training. Yet the social services are not to be thought of as a number of unrelated specialisms; it is impossible adequately to handle any one set of social problems without awareness of and contact with other social problems and those who are engaged with them. Moreover, social workers do still pass fairly frequently from one form of service to another; and indeed some mobility is highly desirable, since there are some forms of social service which can only be done well by those who are young, whilst there are others in which maturity is a great advantage. A strong case can therefore be argued in favour of a general preparation for social service, to be supplemented if necessary by a special preparation for a particular form of it.

Such a general preparation can be obtained in the social studies departments of a number of universities. Usually students will not be accepted for training until they have reached the age of nineteen. Indeed it would be useless if they were accepted younger; the likelihood of a very young woman obtaining a paid post as a social worker is slight. There is a good deal to be said for deferring training for a year or two longer than this and obtaining some useful experience in the meantime. Entrants to a course are required to produce evidence of a good general education; commonly matriculation or an equivalent is expected. Some attempt is also made by preliminary interview, and by taking references, to secure that only those of suitable personality are admitted, though obviously it is difficult to assess in advance the suitability of a young woman for social work.

Courses usually occupy two years, and comprise both academic teaching and practical social work under expert supervision. At the end of the course a certificate is issued by a university or by one of its constituent colleges or schools; to obtain the certificate the student must not only pass an examination but must in most cases have given evidence of practical ability. The subjects taught differ in detail at different universities, but they almost always include economics, psychology, social philosophy, and social administration. Other subjects which may be included are industrial history, statistics, physiology, and hygiene. The curriculum is varied according to the career which the student has in view.

The practical training can be similarly varied, and experience can be given in the kind of work which the student hopes to take up. Usually, whatever may be in view, some experience of case work, i.e., direct dealing with persons in distress or perplexity, is held to be desirable, some would say indispensable. Opportunities are also given for visiting a number of institutions and seeing something of a great variety of social work. Students often begin the course with a quite inadequate idea of the range of posts to be filled, and it is not uncommon for them to find out

during their course what kind of social service they are best suited, and most drawn, to undertake.

Students are normally required to spend two years on this training, but an exception is made in the case of graduates whose degree is in relevant subjects; since they are well disciplined to study, and since some at least of the ground to be covered will be familiar to them, it is assumed that they can qualify for the certificate in a single year. The same privilege is occasionally, but rarely, granted to non-graduates with exceptional qualifications. But where the course is taken in a single year, it is not possible to include in it any practical work, and that must, as a rule, be taken afterwards, so that the reduction in time is by no means as much as a full year.

The question of taking a degree should be considered carefully by those contemplating social work. The degrees most suitable are those in Sociology or in Economics. The possession of a degree is undoubtedly an advantage to the social worker, but rather at a later stage than at the outset of her career. It must be borne in mind that while a degree course is a better intellectual preparation than a certificate course, it is inferior as a technical training. It needs therefore to be supplemented in most cases, either by taking the certificate course in one year or by entering one of the courses of training provided by professional associations, such as the Institute of Hospital Almoners. Some such course of professional training will in most cases be necessary for the certificate student also; but as she will have done a good deal of practical work, it may be abbreviated in her case.

With regard to salaries for qualified social workers, these vary a good deal and no general statement can be made. Initial salaries are usually between £175 and £225; there are some but not a great many posts carrying more than £400 per annum. Pension schemes are being adopted increasingly but at present these are far from being universal.

Length of Training . . .	2 years (normal).
	1 year (in case of graduates in relevant subjects).
Cost of Training . . .	From 26 guineas a year, non-resident.

See also:—BLIND, TEACHING THE; CARE COMMITTEE WORK; CHARITY ORGANISATION SOCIETY; CHILD WELFARE; CHURCH WORK; INDUSTRIAL WELFARE; LABOUR MANAGEMENT; MENTAL HEALTH; MORAL WELFARE; OCCUPATIONAL THERAPY; PROBATION WORK.

THE WOMAN SOLICITOR.

BY

DOROTHEA M. SIMS, LL.B., SOLICITOR.

The legal profession was opened to women by the Sex Disqualification (Removal) Act of 1919, and since then an increasing number of women have embarked on the career of

Solicitors or Barristers, though women form only a very small minority as yet in these professions. The profession of a solicitor appears to provide more scope for and to be more suited to women than the Bar; there should be no lack of work for competent and sensible women in this profession. The work is extremely interesting as apart from the study, which is an interest in itself, the work involves meeting and dealing with many and varied types of people and their affairs.

The business of a solicitor consists not only in having a wide knowledge of law, but in dealing with people's difficulties and problems in a practical and sensible way, which necessitates an ability to see both sides of the question, and a certain amount of common sense and power of clear thinking; provided that these elements exist in the prospective student, practice and experience will do the rest.

The Law Society, which regulates all matters regarding solicitors, prescribes a Preliminary Examination similar to the School Leaving examinations, unless the prospective articled clerk has already (i) matriculated or passed Responsions at Oxford or a similar examination at another University, or (ii) passed a School Certificate Examination with credit in Latin, English subjects, another language, Science and Mathematics, or (iii) a Higher School Certificate provided a pass has been obtained in Latin. Holders of a degree in arts, law or science are also exempted from the preliminary Examinations. The exempting examination must in all cases be approved by the Law Society.

After the student has passed the Preliminary Examination or after she has obtained the necessary exemption, the next step to the profession is for her to arrange to be articled to a solicitor. The period of Articles is generally five years, but the holder of a law degree need only be articled for three years, and those who hold a first class London Matriculation Certificate or a Higher School Certificate A (Latin in all cases being essential) need only serve for four and a half years. If the prospective solicitor attends a year's course at an approved law school, and passes an examination held by the Law Society based on the year's course of study, the period of Articles is reduced to four years. This latter course commends itself to many people by reason of the fact that it affords an opportunity of having some knowledge of the law, prior to entering into Articles, also of judging to a certain extent how far the subject appeals before being committed to service under Articles for several years; at the same time, it gives no opportunity for any practical knowledge of life in a solicitor's office. In London the approved law school is the Law Society's School of Law in Chancery Lane where the qualifying examination is held in the form of terminal examinations; in other parts of the country it is generally at one of the Universities.

Before becoming articled six weeks' notice must be given to

the Law Society of the intention to enter into Articles, together with evidence of character and fitness; and suitability for service under Articles must be supplied and the Society's consent obtained.

The solicitor who takes an articled clerk will require a premium and the amount of this will be a matter of arrangement, with special regard to the position and practice of the solicitor and the position of the proposed articled clerk. The Articles of Clerkship also require Stamp Duty of £80 and a Registration Fee of £1.

Once the Articles of Clerkship are entered into for the appropriate period, the clerk will be expected to devote her whole time to working in the solicitor's office. This is the most valuable part of the training, and as much experience should be acquired as possible, for it will be of great assistance not only in studying for the Final Examination, but in obtaining a post afterwards. Except those mentioned above who attend a year's course before entering into Articles and those holding a Law Degree, all clerks must, during Articles, unless specially exempted, attend a year's course of lectures at a Law School to commence not later than fifteen months after becoming articled; this will involve being absent a certain number of hours from the office each week. Most solicitors will also be willing to allow a certain amount of absence for the purpose of studying for the qualifying Examinations, but this is a matter of grace, and no clerk can demand it.

The Intermediate Examination which must be taken, generally speaking, about one year after entering into Articles, consists of two parts: first—papers on certain particular branches of Law, and second—papers in Book-keeping and Trust Accounts; the two parts of the examination may be taken at the same time or separately. Clerks holding Law Degrees are exempted from the legal portion of this examination.

The Final Examination which consists only of law must be taken before the period of Articles expires; although certain branches of law are compulsory for this examination, there is also a choice amongst other branches. Full details of the examination and the regulations concerning articled clerks can be obtained from the Law Society, Chancery Lane, London, W.C.2.

During the service of Articles, the clerk who is prepared to do a certain amount of extra study can take the Bachelor of Laws degree as an external student of the University. The subjects covered by the degree examinations and the Solicitors' examinations are substantially the same; the degree course will not include so many subjects but deals with those subjects chosen on a rather wide and slightly more theoretical basis. It is by no means an essential part of a solicitor's qualifications, but for those who have the inclination, it affords the opportunity of going into the science of law a little more deeply and widely than

is possible in the essentially practical preparation for the Solicitors' examinations.

After the clerk has passed her Final Examination and after the expiration of her Articles, a Certificate of admission as a Solicitor of the Supreme Court must be applied for as soon as she wishes to start to practise; the Admission Certificate bears a Stamp Duty of £25. Not everyone of course will be so fortunate as to obtain a post immediately after qualifying, but there are many opportunities for doing temporary work in solicitors' offices, during the holiday periods, for instance, or when an extra rush of work makes it necessary to have another qualified solicitor in the office temporarily. Eventually a post will be found as an assistant solicitor, and later probably a salaried partnership or a junior partnership may materialise.

For those who do not wish to take on the responsibility of a private practice, there are possibilities of securing appointments in the legal departments of the Government Offices. Most Government Departments, such as the Treasury, the Board of Trade, Customs and Excise, War Office, Inland Revenue, etc., have their legal departments with a staff of assistant solicitors of various grades; and the majority of the appointments, at any rate in the lower grades, are open to women.

The remuneration in the lowest grade for women commences generally about £315 and rises to about £550 to £580, with a chance of promotion to a higher grade. The Land Registry, the Law Courts, the Office of the Public Trustee, the Lord Chancellor's Office, and similar offices, all have a number of solicitors on their staffs and these posts again in general are open to women, and the scale of salaries is approximately the same. The Banks and many public and semi-public Companies often have their own solicitors and assistants.

The hours of work in a solicitor's office are generally speaking 9-30 or 10 o'clock to 6 or 6-30 but a number of offices do work longer. During the day a solicitor will have clients to interview, in order to discuss with them the particular affairs in hand at the moment. She will therefore have to be prepared to discuss at any time, with a knowledge of the best authorities to which to refer, questions relating to the purchase and sale of property, leases, the terms of a will or marriage settlement, the estates of deceased persons, investment of trust funds, the formation and carrying on of companies, arranging mortgages, patents, copyrights, income tax, rights and duties of property owners, defamation, fraud, mercantile questions, family affairs, bankruptcy, lunacy and criminal matters, and so forth. She will also have to consider whether a case should be taken into the Courts or whether it should be compromised. The client's affairs will also mean discussions and negotiations with other solicitors acting in the interests of another party, and many disputes can be satisfactorily settled through this medium.

Litigation, or taking a case into the Courts, will also involve special work in the preparation of the case; supplying a barrister with all the facts and discussing with him the lines of arguments and prospects of success; the various preliminary steps taken in the Court to enable both sides to be fully acquainted with the facts of the case (for there is always something to be said for the other side); interviewing witnesses and obtaining the essential facts of their story; and finally the trial itself.

Family affairs—including wills, settlements, infants, property, trusts, etc.,—where the solicitor becomes the family “guide, philosopher and friend,” provide very interesting work, and a sphere where women succeed perhaps more than in some other branches. Although one solicitor’s work may lie in one or two branches more than in others, no solicitor should specialise in these to the entire exclusion of others, as it is quite possible to miss some point in a client’s case through not being generally conversant with the law. The law, too, is constantly changing and developing as the result of new Acts of Parliament and new decisions in the Courts, so that fairly regular reading of some legal periodical is another necessity in the equipment of a solicitor.

The profession, by reason of the many subjects with which it deals, brings the solicitor in touch with a tremendous variety of people in almost all walks of life; and there is thus perhaps more constant interest in it than in many other callings.

As regards the financial side, commencing salaries vary according to the conditions and will tend to rise as experience and responsibility increase. A partner, of course, will take an agreed percentage of the profits of the firm. The number of personal clients will also increase a solicitor’s remuneration. A solicitor should therefore be continually increasing her circle of friends and acquaintances, for besides bringing the possibility of more work, opportunities will be afforded for meeting different types and characters, experience which may be useful at some time.

Speech.

SPEECH.

BY

CLIVE SANSOM,

The Speech Institute, London.

The girl who is interested in speech, or wishes to make a living by her voice, has the choice of four main careers:

- (1) *Acting*—stage, films, broadcasting, television.
- (2) *Speech Therapy*—the curative treatment of speech defects, such as stammering and delayed speech.
- (3) *Phonetics*—the study of the spoken language.

(4) *Speech Training*—the development of normal speech in children and adults.

(1) The dramatic side of this work, besides requiring a good voice and the ability to control it so as to express any shade of thought and feeling, also calls for an instinct for the stage, a sense of character, and a strong constitution. The career has been dealt with by Miss Eileen Thorndike on another page, *see page 127*, so that there is no need to consider it further here. But those who are interested in acting, yet feel they would not be able to undertake it as a career, might find an occupation to their liking in the teaching of drama in clubs, schools and evening classes. (See section 4.)

(2) On the remedial side, the Speech Therapist's work is very important. It involves training people to express themselves who have been impeded by nervous disorders, and helping them to fit into society. It should appeal particularly to girls who have a leaning towards curative work and a love and understanding of children. It is a new line of study, with many possibilities for the future, which are fully explained by Miss Kingdon Ward on page 358.

(3) Another comparatively new science is the study of Phonetics. It is concerned with spoken English—the mechanism of the voice; the pronunciation, length and stress of sounds; the intonation of the voice; the use of speech in various circumstances and in various districts; and the phonetics of other languages. It is a fascinating study for anyone gifted in this type of work. It calls for a good ear, a clear, analytical mind, and considerable patience.

The recognised centre for training is University College, London. There is a Department of Phonetics there under the direction of Professor Daniel Jones, author of many of the most authoritative books on the subject. Particulars may be had from the Secretary, Phonetics Department, University College, Gower Street, London, W.C.1. The School of Oriental Studies, also a part of the University of London, has a Department of Phonetics under Professor Lloyd James. Among other things, it has carried out researches into African and Indian dialects.

At present the prospects in this branch of the work are rather limited. The English Universities, as a whole, have been far behind American and Continental Universities in recognising the importance of phonetics. After centuries of study in the written language, they find it difficult to realise that the spoken language is equally important and concerns the life of the community even more closely. But interest in the subject is steadily increasing, and more openings will appear in the future. Every University is certain, in time, to have its own department of phonetics and spoken English.

(4) *Speech Training*. Phonetics deals with speech as it is; speech-training is concerned with the general development

and improvement of speech. There are no limits to the possible openings here. Speech training can be introduced into schools for children of all ages, into training colleges, clubs, and institutions for adult education. It is a part of social welfare. It touches on amateur dramatics, public speaking, verse speaking, and the speaking of literature generally.

Anyone who thinks of qualifying as a lecturer in this field of speech work needs a good general education, a knowledge of the phonetic structure of English, and the ability to apply this knowledge to her work. This elementary study of phonetics is most important. The reason why 'Elocution' has a bad reputation with so many people is that teachers of speech training in the past often had no understanding of the natural structure of their language, and the type of speech they taught was artificial, having no root in ordinary life. The best course of phonetics for the general student is the three-term evening course 'English Phonetics for English Students,' at University College, London. The fee for the course is £6 6s. 0d. plus examination fees.

The student also requires knowledge and practice in the following subjects:—speech and voice training, verse speaking, and the appreciation of English literature, drama, and public speaking. There are several schools in London offering full-time courses, varying from one to three years. A list of these schools may be obtained from the Secretary, the Speech Institute, 56, Gordon Square, W.C.1. The fees usually amount to from £40 to £60 a year. But above all, she needs a genuine (and generally instinctive) feeling for language, and a respect for the individuality of the people she has to teach. Speech is not something which can be applied indiscriminately to all alike. It is an expression of personality and must therefore be encouraged from within the child or adult, not applied from without. The wider one's sympathies, the freer one's imagination, the better.

Several alternatives are open to the student once she has qualified. She may become a resident mistress in a boarding school, taking speech training, verse speaking, choral speaking, play-production, and probably debating. Or she may be a visiting mistress to several schools and convents, taking classes in the same subjects. Another alternative would be to become a lecturer in evening schools under the county or local education committee, at institutes for adult education, social welfare centres, clubs, etc. The subjects taught here would include speech training, voice production, public speaking, drama, and the speaking of literature.

In none of these occupations is there any prospect of a large salary, but it is possible to make a reasonable income, and one has the satisfaction of doing work that is interesting and, at the same time, useful to other people.

Length of Training 1 to 3 years.

Cost of Training From £40 to £60 p.a.

SPEECH THERAPY.

BY

W. KINGDON WARD, M.S.S.T.,

Therapist to the Speech Department, West London Hospital.

The profession of speech therapy affords one of the most interesting types of work to be found, and the openings for properly trained therapists are increasing yearly.

There is still considerable confusion in the minds of many people between speech therapy and speech training. The latter is a profession concerned with artistic expression, the art of the drama, the study of the sophisticated use of language to expressive ends, and so forth. Speech therapy—the treatment of defects and disorders (there is a definite distinction to be made here) of speech and voice, is not really concerned with the *training* of speech at all, but rather with its *release* from some abnormality or sub-normality which constitutes a psychological bondage (inhibition) and social disadvantage for the sufferer.

It is only within recent years that the profession of speech therapy has emerged from the trammelling influence of association with training in artistic speech work, and has revealed itself as one which necessitates a completely different outlook towards, approach to, and manner of handling, those with whom it has to deal. The British Society of Speech Therapists—the only national society concerned with this subject—which was founded some four or five years ago, has done and is doing much to clarify and consolidate the status of the profession, which is now recognised by a number of members of the medical faculty as being a valuable ally and adjunct to their own; and to help to protect the interests of its members.

The minimum period of training—a highly-specialised one—required for qualifying in speech therapy is at present two years, during which time practically all subjects bearing on the condition, not merely of the speech *qua* speech, but of the whole individual, are studied; this ruling being based on recognition of how great a part of the individual's make-up is represented by the speech function, the bearing that this fact has on his general well-being, and, conversely, the affection of the individual by his speech condition.

The subjects taken include lectures in anatomy and neuro-anatomy, physiology and neuro-physiology, neurology and neuro-pathology, biology, psychology and psychopathology (child and adult), phonetics, orthophonics, theoretical work in speech therapy, observation and clinical practice under supervision, and special work in relation to affections of ear, nose, throat, palate, teeth, etc.

The training fees for the two years' course amount, as a rule,

to about fifty guineas per annum, exclusive of the examination fee for the Society's Diploma.

Openings for the trained speech therapist vary in kind, and include full-time appointments under local Education and Health Committees, (salaries varying from £250 to £350 p.a.); part time appointments of the same kind, appointments as therapist to hospital speech clinics (usually carrying only a honorarium of £25 to £50 p.a.); appointments as assistant to hospital clinics, full-time posts in charge of a single difficult speech case (usually a child) requiring intensive and specialised education from this standpoint, the working up of a private practice, the running of a private clinic, and research work. Frequently two or three of these types of work are combined; as for instance an appointment at a hospital, one or more part-time appointments in connection with Elementary School clinics, and the conducting of a private practice. As a general rule the three last-named necessitate some private means, which may be supplemented by the obtaining of part-time appointments.

The profession being still in its infancy, it is sometimes a very uphill job to make an adequate living, although the conditions here are probably neither more nor less hazardous than in any other profession which has become popular enough to involve keen competition. Despite the difficulties, however, the interest and variety of the work are so great as continually to draw more aspirants to it; and these seem determined not to be daunted by the said difficulties.

The equipment, from the intellectual and personal standpoints, necessary to the student therapist may be said to fall broadly under six headings, these being: (i) educational and cultural background; (ii) personality qualifications; (iii) type or trend of mentality; (iv) general and special capacities; (v) technical knowledge; (vi) experience and practice.

As regards (i) she (the great majority of speech therapists are women, although men also practise) will need to have had a good general education (which need not include a university degree), and to have been in contact with general cultural influences; likewise she should have a good accent, and be able to write grammatical English—by no means a *sine qua non* in the case of some who are supposed to be well-educated! (ii) Her personal qualities must include equability, balance, tact, a real sense of humour (which she will frequently need to bring into use); keen insight, sympathy and understanding, with at the same time the ability to control her reactions and express the former in purely practical ways; and she will require, too, courage and much patience. (iii) It is desirable that her natural bent should be in the direction of scientific ways of thinking, accurate observation and power of recording, and logical reasoning, while at the same time she should be imaginative, inventive and versatile. (iv) Her capacities must include keenness of ear, a well-developed power of

imitation, agility in sound-production, the ability to detect very subtle differences in sounds and to show the difference between “right” (accepted) and “wrong” sounds by producing both in contrast with one another; also to show exactly where, how and why any given sound is wrong, and the easiest way *in any individual case* to produce the required sound.

Admittedly all this sounds a very “tall order”! But it need not frighten students, for the whole training, besides providing (v) and (vi) of these headings, may in addition be described as a “personality-training.” Most of the qualities and capacities required are inherent at least to some extent in those who are at all likely to be attracted to the work; and the training itself draws these out and develops them. Intending students are only accepted if, on being interviewed, it is felt that they are suited to the work.

If, before taking the course, a student has already trained or had experience in teaching, nursing, as a dentist’s receptionist or assistant, or in other ways which will have brought her in close personal contact with human beings, this will help to make up a useful background for her training.

It should be remembered that the status of the properly trained speech therapist carries with it considerable dignity, in that the standard set is high; and those who are responsible for the establishing of the profession have every intention of seeing that this standard is maintained, so far as it is in their power to do so.

Intending students should apply to:

The Secretary,

British Society of Speech Therapists,
86, Harley Street, W.1.

for information regarding the various training centres.

TAILORING - - - - -

(see DRESS)

TEA ROOM MANAGEMENT.

BY

MARGARET VENNER,

Shamrock Tea Rooms, Cheltenham.

I remember a pupil once saying to me “Yes I know I have got the enthusiasm and I think I have the ability, but I feel dreadfully uncertain about one thing. Tell me, don’t you feel that there are already too many tea rooms: far too many?” I looked at her and said “Think. Think of all the tea rooms to which you have been in town and country, and count up those that you could honestly say were above the average—even up to the average.”

And while she was thinking I thought too—of all those innumerable places so bad and so depressing which call themselves tea rooms. Places in which there is neither good tea nor enough room for the drinking of it. Places in which food and drink are almost forgotten in a welter of “ye olde” decorations and where one is more likely to get a crack on the head from a sham Elizabethan beam than the comfort of good service.

I had to admit that my test of really good tea rooms was not a long one and I could tell by my pupil’s face that hers was not much longer.

Thinking it over to myself I came to the conclusion that the most likely reason for this lack of quality must be due to the fact that people are inclined to consider the job an easy one, needing a little decoration and less experience to provide a painless and almost workless livelihood.

Of course such people are only too quickly disillusioned, for the running of a tea room is as specialized a business as any other, and, like any other worth-while proposition, needs learning from A to Z.

Therefore any aspiring tea-room proprietor must first learn her trade. To begin with she should go as pupil to some long-established and well-run business. There she would learn bread and cake-making, costing, the buying of material in bulk, and service in the tea room itself. Having attained thorough proficiency in these various branches of the work she should go as assistant to another good tea room when she would be occasionally required to shoulder full responsibility in the absence of the owner. Then, and only then, should she start thinking of a place of her own.

It is absolutely essential that she should, at the very beginning, be quite clear as to the extent of the funds at her disposal and, above all, beware of starting with too little capital. The first years of a business are expensive. There is the initial outlay on decoration and equipment, the slow working up of custom and the trial of possibly unpopular lines. Added to this there must always be a margin in hand for unseen eventualities.

At the start—or rather before it—she should make up her mind whether she would feel most at home with a town, country-town, or country business, for each locality has its special type of customer demanding a certain type of service and once her customers are obtained she will be limited to a particular variety of goods.

When she has found likely premises she should go very thoroughly into the possibility of snags. Do pedestrians use that side of the street or the other? Are there annoying parking regulations? Is the property freehold or leasehold? If let on lease, is the lease a repairing one or otherwise? Would the landlord—or even the local authorities—permit required structural alterations? She must also bear in mind the question as to

whether the kitchen quarters are adequate for her needs and the seating room sufficient to provide the necessary profit on the number of meals served.

The matter of equipment is extremely important. Money well spent on good quality equipment soon repays itself. Nowadays there is such a variety of ovens, grillers, toasters and hot-plates, that a tour of the various show-rooms is a necessary preliminary to purchase and any friendly advice on such things from an experienced owner is of great assistance.

Decoration and furnishing are often, quite erroneously, considered more important than excellence of goods and service—or so it would seem in many cases. None the less furnishing and decoration are very important items and may be summed up in two words: comfort and good taste. How many places there are where the chairs are uncomfortable and too closely spaced, and where the decoration is either futile or positively vulgar. Furniture should be as comfortable and solid as means will allow and decoration should be both discreet and distinctive. Except in the case of a shop in a large modern town, the decoration should, within limits, conform to the period of the actual building. For example, unsophisticated and hard-made furniture should not be placed in a Georgian house and, vice versa, Regency or Victorian furniture must not be used in a mediæval building. Perhaps the most frequent mistake that people make about the decoration of tea rooms is that of trying to make them quaint. Neither quaint furniture nor quaint names are really amusing unless there is some very good reason for them, as occasionally, of course, there is. If you are at all uncertain ask the opinion of an architect upon the matter or possibly an interior decorator. Remember that the decoration is really only a background. A nasty meal in a beautiful room merely makes one feel discontented. People want good food and comfort and then interesting things to look at.

A word as to service. Owing to the fact that tea-rooms were largely started by educated people—before then there had only been the pastry cooks—there has grown up an unfortunate tradition that in a tea room rather off-hand manners are the rule. Nothing could be a greater mistake. Respect is always due to customers, and waitresses should be made to understand that the respectful but not servile use of the words “Madam” and “Sir” is not demeaning to them but a display of good manners on their part. The proprietress should also show respect to her customers by an attitude of welcome and the solicitous but not embarrassing enquiry after their wants. Should there be reason for complaint, as occasionally there inevitably is, an apology should be tendered before a complaint is lodged. In the case of an unjust complaint, the customer must be treated as being in the right.

Beyond everything, the owner should take a personal pride in her tea-room and not think of it merely as a commercial

enterprise. A business is first and foremost a living, but there are businesses and businesses, and the difference between a fairly good and an altogether exceptional one depends entirely upon whether the owner puts her heart into it as well as her brains, energy and acumen.

Teaching.

ART TEACHING IN SCHOOLS.

BY

KATHLEEN JARVIS, F.R.S.A.,

Art Lecturer, Maria Grey Training College.

Educationists of to-day emphasise the need for the aesthetic training of children, and during the last decade many great changes have taken place in the type of art taught in the schools. This is partly due to the better education of the art teacher, and partly to a wider conception of art amongst those who are in a position to arrange a properly balanced curriculum for a child's school career.

Training.

The student will naturally wish to consider the prospects in front of her at the end of a training, so that it is important to choose one that is properly recognised by the authorities. To secure a post in a secondary school it is necessary to possess one of the recognised degrees or diplomas. These diplomas entitle the teacher to be placed on the graduate scale of salary for teachers in secondary schools under the provisions of the Burnham Report. It is hardly necessary to add that care should be taken in the selection of a post which is recognised for pensionable service; advice is always given on such matters by the tutors of any training college in which the pedagogic course is taken.

The student is required to take a course of not less than three years for academic training, and one year of post-graduate training for teaching. She will not be accepted for a diploma course unless she holds a Matriculation or equivalent certificate. (A general school certificate is usually accepted.) She must be over seventeen years of age, although some training centres insist upon eighteen years as the minimum.

The two diplomas which qualify for graduate status are:—

1. The Art Teacher's Diploma of the Board of Education.
2. The Secondary Art Teacher's Certificate of the Delegacy of Oxford University.

(For detailed particulars of 1, see the Board of Education pamphlet, No. 109, obtainable from H.M. Stationery Office, York House, Kingsway, W.C.2, 2½d. post free.

For detailed particulars of 2, see form No. 996, Delegacy

of Local Examinations, Oxford University, from the Secretary of Local Examinations, Merton Street, Oxford.)

The Art Teacher's Diploma qualifies for art school teaching, secondary school teaching and technical school teaching. The Oxford certificate is planned especially for teaching in secondary schools.

Academic Course.

The best academic training for the Art Teacher's Diploma is to be obtained at the Slade School of Fine Art, Gower Street, or the Royal College of Art, South Kensington, both attached to the University of London. The University grants a Diploma of Fine Art which can be endorsed for teaching purposes by taking an additional year of training at the Institute of Education, Malet Street, W.C.1, or at Hornsey School of Art, Crouch End Hill, N.8.

There is an entrance scholarship at the Slade School of £35 a year, tenable for three sessions, awarded annually except in cases where entrants all fail to reach the standard. Many scholarships and prizes are awarded to students of the two schools.

The diploma entitles the holder to the letters A.R.C.A. and A.T.D.

Slade School of Fine Art.

1. *Fees* full time, paid in advance, are 28 guineas a year (i.e., 33 week session, cut up into three terms of about eleven weeks). Entrance fee one guinea.
2. *Subscriptions*. These are included in the above fees, except equipment or fares in the case of playing games, fares for museum visits, Christmas boxes to college servants, and storage of bicycles.
3. *Materials*. About £5 to £6 a year. Slade scholars are allowed £5 worth of materials each session as part of their scholarship.
4. *Hostels and rooms*. Prospectus can be had from the secretary. Scholarship holders from the Provinces are usually allowed about £100 per annum towards Hall fees. It is safer to assume that £3 a week is needed to cover living expenses, although some students are able to manage on £2. 10s. 0d.
5. *Registration fee for diploma course*. Students who have not matriculated in the University of London are required to pay a University Registration Fee of £3. 3s.

The principal subjects taken in the course are (a) Drawing and Painting, (b) Sculpture, (c) Architecture, (d) Design, (c) and (d) are subsidiary subjects.

Other Training Centres.

There are many schools of art in the kingdom where the Art Teacher's Diploma can be taken. I will mention two of these schools in London, showing typical scales of fees, etc.

A. Hornsey School of Art, Crouch End Hill, N.8.

Fees (to residents in Middlesex) £11. 0s. 0d. per session of approximately 38 weeks.

Materials £6 per session.

Rental of locker 3s. per session.

Sketch Club subscription 2s. 6d. per session.

Also add items as under 2 and 4 above, probably.

Scholarships include exhibitions tenable at the Royal College of Art.

B. Polytechnic School of Art. 307-311, Regent Street, W.1.

Fees (to residents in London) £18. 18s. 0d. per session.

Materials £6 per session.

Sports Club 5s. per session.

Sketch Club 1s. per session.

Also add items as under 2 and 4 above, probably.

There are studentships awarded which entitle successful candidates to free tuition for a year.

One typical provincial or country art school will give the reader an idea of expenses outside London.

C. Brighton School of Art, Grand Parade, Brighton, 1, Sussex.

Fees per session £20. 0s. 0d. (Local rate), £41. 0s. 0d. (Non-local rate).

Materials £6 per session.

Locker rental 2s. 6d. per session.

Also add items as for 2 above, probably.

B. and C. train for the academic course for both the diplomas mentioned, i.e., the Art Teacher's Diploma (B. of E.) and the Art Teacher's Diploma (Oxford Delegacy).

There are examination fees to be paid at the time of entrance for the various tests, but as these are spread over the four years of training they do not amount to a great deal at any one time. The fees range from 10s.—£1 for one examination test. The A.T.D. examination fees amount in total to about £2—£3. The Oxford Diploma fees amount to about twice that amount, but there are, of course, no registration fees to be paid, as at London.

Training in Teaching.

The one year of pedagogy can be taken at any training college recognised for the purpose by those granting the diploma concerned.

Some people prefer to take this year of training in the same art school in which they have done the first part of their course, whilst others like a complete change of scene.

Most of the art schools, apart from the Slade and the Royal College, train in teaching for both diplomas, and the majority of them arrange their own pedagogic course.

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THE BERGMAN-ÖSTERBERG PHYSICAL TRAINING COLLEGE

DARTFORD HEATH, KENT.
(Founded in 1885).

Principal: Miss R. H. GREENALL, Diploma
of Dartford Physical Training College.

The College has accommodation for 120 resident women students, and stands in its own grounds of 36 acres. Its equipment includes a large modern swimming bath and extensive playing fields.

The course of training covers three years, and is based upon Ling's Swedish System. The curriculum includes Anatomy, Physiology, Hygiene, Theory of Gymnastics and Principles of Education, Educational and Remedial Gymnastics, Games, Dancing, Swimming and Voice Production. Students are prepared for the Diploma of the University of London and the Conjoint Examination of the Chartered Society of Massage and Medical Gymnastics. Teaching practice takes place (under the supervision of the College Staff) in secondary, central and elementary schools and in local clubs. One Open Scholarship of £80 is offered annually.

For Prospectus, &c., application should be made to the PRINCIPAL'S SECRETARY, at the College.

Westfield College (University of London)

Chairman:

THE RIGHT HON. SIR THOMAS INSKIP,
O.B.E., P.C., K.C., M.P.

Principal: Miss D. CHAPMAN, M.A.

SCHOLARSHIPS, from £40 to £100 are offered for competition at Scholarship Examinations held annually in February. Exhibitions are also awarded.

Students are prepared for the Arts and Science Degrees of the University of London.

FEES:—Residence, £90 a year; Tuition from 38 guineas a year.

For further particulars apply to THE REGISTRAR.

WESTFIELD COLLEGE,
HAMPSTEAD, N.W.3.

CLAPHAM AND STREATHAM HILL TRAINING COLLEGE

Girls' Public Day School Trust,
Ltd.

28 PALACE ROAD,
STREATHAM HILL, S.W.2.

Recognised by the Board of Education

Students are prepared in the Post Graduate Department for the Cambridge University Certificate in Education (one-year course), and in the Froebel Department for the Teachers' Certificate of the National Froebel Union (three-year course, or one-year for graduates or certificated teachers).

There are two hostels for those who desire residence.

Fees: Twelve guineas a term. Further particulars may be obtained from the Principal of the College.

For the Oxford Diploma there are, I think, forty-three art schools in the country recognised for the academic course, of which three are in London. Eighteen of these schools are also recognised for the pedagogic training, and there are five training centres where this training in teaching alone is taken. These are :—

Doncaster School of Art.

Hornsey School of Art.

Leyton School of Art.

Manchester School of Art.

Maria Grey College (Training College for Secondary School Teachers).

A training year costs in fees round about £30.

The training itself usually includes a study of the psychological development of the child and adolescent, especially from the point of view of artistic expression; methods of teaching art, and organisation and equipment of schools; a study of the relation of art to the life of the individual and the community, including the relation of art to industry and commerce; reading, under supervision; essays; research; speech training; practical teaching, under supervision; experience in the use of epidiascopes and lanterns; and lectures on all kinds of subjects relating to school problems and art education.

Particulars of the whole training can always be obtained by writing to the Principal of the Art School in mind. It is usual to enclose a stamp.

I would advise students to include some craft work in their academic course as they will be expected to teach some hand-work, in a first post at any rate. The training should include the most suitable crafts, but if not, the student should arrange to have the necessary tuition.

Art teachers as a rule are not so many in number that posts are difficult to find, and there should be good prospects of employment at the end of training.

A young teacher is advised to consider the idea of applying for a first post as an assistant art mistress in a large school where the art is likely to be good, rather than a post in a small school where she must undertake all the work herself before she has had very much experience. After three years or so it is possible to undertake more responsible work with confidence.

Length of Training 3 to 4 years.

Cost of Training Varies according to School chosen.

TEACHING THE BLIND.

BY

J. M. RITCHIE, M.A., PH.D.,

Superintendent and Secretary of The Royal London Society for Teaching and Training the Blind.

The teaching of blind children in Schools set apart for that purpose is a specialist's job and as in all other fields of specialism the foundation must be the qualifications of a general practitioner. The man who wishes to be an Ophthalmic Surgeon must first hold a full medical degree, and so he who wishes to be a Teacher in a Blind School should first be College trained and hold the Board of Education's Certificate. On that foundation will be built up the special knowledge and skill and experience which are required to meet the demands of the problem.

The regulations of the Board of Education in this matter state that "Certificated and Uncertificated Teachers may be recognised temporarily as Assistant Teachers in Schools for Blind Children for a period of two years from the date of their appointment, pending their passing an examination approved by the Board in the methods of teaching in Schools for Blind Children." The only Examination which satisfies this requirement is that Conducted by the College of Teachers of the Blind, whose registered office is at the School for the Blind, Swiss Cottage, London, N.W.3, and full particulars can be obtained from the Honorary Registrar at that address. The College is itself an Association of the Teachers in Schools for Blind Children and has the honour and distinction of being authorised by the Board of Education to set the standard and apply the test to those who wish to enter that particular field.

The subjects of examination show the kind of knowledge and skill which is required by the Teacher in his daily work. They include a knowledge of the Braille System which, as most people know, is the method of embossed script by which one can read and write by the sense of touch. Blind children have also a special method of dealing with arithmetical problems. This is by means of a board and pegs, and Teachers have to understand this system thoroughly. The theory of education is common to both ordinary and blind schools, but there are many adaptations of general principles to particular needs. The candidate has accordingly to take a paper on the theory of education as applied to the blind. Handwork plays a prominent part in the curriculum of these schools and candidates are required to be able to teach one or other handicraft.

Owing to the small number of the Teachers in this branch of education it is not practicable to have a Training College or even to hold regular courses of instruction. This is why the Board of Education allow men and women with only general qualifications

to accept such posts and to qualify themselves mainly by the experience of their daily work for the special Diploma.

The conditions of service are similar to those in an ordinary school and the salary is usually on the Burnham Scale. Many of the posts are residential and this means that additional work has to be done in out-of-school hours. The Burnham Scale is usually paid in full and the extra work is set against board and lodging. The work is extremely interesting, for the classes are small, averaging fifteen pupils in each, so that much individual attention can be given. Teachers interested in the psychological aspect of their work find here a fruitful field for inquiry and research.

The ages of the pupils range from five to sixteen years and most schools contain both boys and girls. The school hours, the time table and programme of work are similar to those of an ordinary school. The curriculum includes reading, writing, arithmetic, history, geography, literature and nature knowledge. As has been already said, much attention is paid to handwork and the physical training of the pupils receives much attention.

Although it does not directly affect the work of the Class Teacher, it may be interesting to note that blind pupils are usually continued at school from sixteen to twenty years of age for vocational training. At the end of this training most of them find employment in specially supervised workshops where the occupations to which they have been trained are followed.

Most of the schools are small, only a few of them being over a hundred pupils. This means that there are comparatively few Headships open to women Teachers. The work demands keen personal devotion and enthusiasm and should not be taken up unless the Teacher feels a definite call to this particular branch of service.

HOME VISITING AND TEACHING OF THE BLIND.

BY

MARY G. THOMAS,

National Institute for the Blind.

Home visiting and teaching is a service which plays an important part in blind welfare, and is carried out either by the local authority or by an approved voluntary agency acting for that authority. The blind persons visited are those who, from age or infirmity, are unsuitable for employment, and the home visitor is responsible for seeing that those assigned to her care receive any financial assistance to which they may be entitled, live in reasonable comfort, and lead lives as pleasant and interesting as circumstances will permit.

Qualifications. The home visitor must be physically strong, accustomed to being out in all weathers, a good walker, and of cheerful and equable disposition. It is sometimes required that

she shall be able to drive a car. She should be able to write clear, concise reports of her visits, keep accurate records and simple accounts, and it is almost essential that she should have had experience of social work, such experience having been gained in connection with health visiting, maternity and child welfare, district nursing, Charity Organisation Society visiting, Care Committee organising, work as an Old Age Pension Officer, or indeed any organisation involving human contacts.

Almost all local authorities require the home visitor within two years of the date of her appointment to pass the Home Teachers' examination conducted by the College of Teachers of the Blind. The syllabus of this examination (price 3d.) can be obtained from the Hon. Registrar, College of Teachers of the Blind, School for the Blind, Swiss Cottage, London, N.W.3. A fee of 21/- is charged for each candidate. A short course for candidates is held in the early part of each year by the School for the Blind, Swiss Cottage, N.W.3, and at the School for the Blind, Hardman Street, Liverpool.

Duties of a home visitor. The duties of a home visitor and teacher fall under two main headings :—

1. **Teaching.** This includes the teaching of Braille and Moon types, and such handicrafts as hand-knitting, light basket-making, wool rug making, chair-caning and raffia work.

2. **Social Visiting.** This side of the work presents many more problems, and much depends on the initiative of the teacher. Health services, pensions, provision of wireless sets, care of the blind in sickness, conduct of occupation centres and social clubs, and the filling in of applications for financial help all come under this heading. The work is full of interest and variety, and offers a real opportunity of service for those who wish to help the blind.

Remuneration. Salaries range from £2. 10s. 0d. to £3. 10s. 0d. or £4 per week. In some rural areas the employing body provides cars for its teachers, but where this is not done, travelling allowances are made.

Age. There is not a fixed age limit for the home visitor, but the best time to begin work is between the ages of 25 and 30. Persons over 35 years of age may find a difficulty in obtaining posts, on account of the fact that in many areas the home visitor is included in a Superannuation Scheme. Those over 40 years of age are advised not to take up the work, as their prospects of employment are remote.

Vacancies. Vacancies for posts are advertised from time to time in "The New Beacon," published monthly, price 3d., by the National Institute for the Blind, 224, Great Portland Street, London, W.1., in "The Teacher of the Blind," published monthly, and obtainable from the Editor, 40, Shaftesbury Road, Coventry, and in the public press.

THE TEACHING OF THE DEAF AS A PROFESSION.

BY

G. SIBLEY HAYCOCK, F.E.I.S., L.C.P.,

Late Superintendent of the Langside School for the Deaf, Glasgow, and formerly Principal of the Training College for Teachers of the Deaf, Fitzroy Square, London.

The work of teaching deaf children is interesting in itself, and it also possesses a certain appeal arising from the affliction of the children. Moreover, the certainty of employment after training, security of tenure when an appointment has been obtained, a good salary, satisfactory holidays, and finally a dependable pension on retiring,—all these things are assured to qualified teachers of the deaf, whose service is spent in schools recognized by the Board of Education, so that in every respect this profession can be said to possess positive attractions for those in search of a career.

Qualifications.

The qualifications for service in the education of deaf or partially deaf children are the same. Chief among the special subjects of study for a certificate recognized by the Board of Education as a qualification to teach the deaf and the partially deaf are: phonetics, speech correction and methods of teaching speech to deaf children; the development of language in the young child and the methods of teaching language to deaf children; the principles of lip-reading. To this list may be added the educational use of hearing aids for children with hearing acuity.

Training.

A One Year Course of Training for students who wish to qualify as teachers of the deaf is provided at the Victoria University of Manchester. The Course is open to three classes of students:

- (a) Students of Manchester University who have taken a three year academic course leading to a degree.
- (b) Graduates of any other approved university.
- (c) Students who have satisfactorily completed a course of training at a Training College for Elementary Teachers under the Regulations of the Board of Education.

The fees for the year's training are:—

Tuition fees, £35; Examination fees, 4 guineas.

Residence in the Ellis Llwyd Jones Hall is £70 for the session.

Under certain conditions students resident in Great Britain are eligible for grants towards tuition and maintenance.

After successfully completing the year's training, students are recognized by the Board of Education as trained, certificated teachers of the deaf and are qualified to teach in a school for the deaf or to take charge of a class of partially deaf children. Full particulars regarding training, etc., can be obtained on applica-

tion to Mrs. Irene R. Ewing, the Reader in Deaf Education at the University.

Certification by the College of Teachers of the Deaf.

Trained Elementary School teachers and teachers holding the Higher Certificate of the National Froebel Union can obtain an appointment in certain of the schools for the deaf on the understanding that they will prepare themselves for the Diploma of the National College of Teachers of the Deaf. Such teachers are given provisional recognition by the Board of Education for a period of 3 years. The examination for this diploma is conducted by the Examination Board of the College and is held annually. Successful candidates are recognized by the Board of Education as certificated teachers of the deaf. For particulars regarding this examination application should be made to H. Clegg, Esq., Registrar, The College of Teachers of the Deaf, School for the Deaf, Versailles Road, Anerley, S.E.20.

Prospects.

Schools for the Deaf.

On 31st March, 1937, there were in England and Wales 28 Day Schools and 19 Boarding Schools for the Deaf, with a total roll of 4,547 pupils, ranging from 3 to 16 years of age. Compulsory education for the deaf is from 5 to 16 years of age. All the Day Schools and 7 of the Boarding Schools are maintained by Local Education Authorities, the remaining 12 Boarding Schools being managed by Voluntary Committees. The London County Council maintains 7 of the Day Schools and 3 of the Boarding Schools. A list of these Schools is published by the Board of Education and professional information can be obtained from The Secretary, National College of Teachers of the Deaf, The Mount, Stoke-on-Trent.

Salaries.

The scale of salaries paid to a certificated teacher of the deaf engaged in a school in the provinces is, in most cases, based on the standard Burnham Scale, plus two increments; one increment for service in a special school; the other for the special certificate as a teacher of the deaf. The minimum Scale III salary for women is £162 and the maximum is £288. In the London area, the scale of payment is Burnham Scale IV, plus two increments, and the corresponding salaries for women are £180 and £324. The standard annual increase in salary is in all cases £9. The extra increment which is paid in respect of the special qualification as a Teacher of the Deaf is carried beyond the maximum of each standard scale.

Pensions.

All teachers recognized by the Board of Education qualify for a pension, after 30 years' service and on attaining the age of 60. The pension is based on the number of years of service, and the maximum payable is (a) a lump sum equivalent to one and a

half times the average of the annual salary received during the last five years of service, and (b) an annual payment equal to half this average salary.

Teaching Service in Scotland.

There is reciprocity between the English and the Scottish teaching services, and consequently in the event of a pensionable teacher transferring herself from a recognized school for the deaf in England to a similar school in Scotland, or vice versa, her teaching service up to date in either case is recognized without loss by the government department concerned. For particulars regarding schools for the deaf in Scotland application should be made to the Secretary, Scoto-Irish Branch of the National College of Teachers of the Deaf, School for the Deaf, Henderson Row, Edinburgh.

THE TEACHER OF DOMESTIC SUBJECTS.

BY

GRACE M. ELAND,

Principal of the National Training College of Domestic Subjects.

A girl to whom practical subjects make a special appeal has the choice of two main alternative careers before her, that of teaching these subjects or of following one of the various courses, which will prepare her for openings outside the teaching profession. At the outset it is important to emphasise that a mere liking for practical work is not in itself a guarantee that a girl will prove a successful teacher of such subjects. A sense of vocation for teaching or at least a spontaneous interest in teaching and a liking for children are important qualities.

A complete list of Training Colleges is published by H.M. Stationery Office. There are three recognised Training Colleges of Domestic Subjects in London, seven in the provinces, one in Wales, three in Scotland and two in Ireland. The information given below refers to the Colleges in England only.

The course for the Teacher's Certificate at the majority of Colleges extends over a period of three years; two Colleges offer a course of two years. The three years' course includes training in the Principles of Education, which comprises instruction in child study, an outline of the history of education, methods of teaching domestic subjects and English and practice in teaching classes of children in Elementary and other types of schools. English is a compulsory subject and the students are given practice in understanding, appreciating and writing good English. They are required to study a selection of poetry, drama and prose and to take a course of speech training and elocution. The craft subjects are Cookery including principles of diet, Laundrywork, Home Management, Needlework and Dressmaking. The course of Applied Science and Hygiene includes lectures and practical laboratory work, elementary physics and chemistry, applied

chemistry, elementary physiology, personal and school hygiene. To secure the Teacher's Certificate a student is required to reach a pass standard in all these subjects in the final examinations. In certain Colleges students have the option of studying one subject to an advanced standard, the choice of subject varying at the different Colleges according to facilities available. The Advanced Subject may be Needlework and Elementary Dress-making or Advanced Cookery or Home Management or Science or Rural Subjects. Good health is important and a medical certificate of fitness for the teaching profession is a necessary qualification for entry to a Training College.

Entry is in September only. Candidates must be eighteen years of age on or before 1st October in the year of entry; they are required to have reached a good standard of general education and to have passed one of the qualifying entrance examinations, either Matriculation or one of the approved first examinations for Secondary Schools. It is an advantage for candidates to have covered a preparatory course of Elementary Chemistry and Physics and to have had some experience of practical laboratory work prior to entry. Students signing a declaration of intention to enter the teaching profession are recognised by the Board of Education for training as teachers and receive grants from public funds so automatically obtaining a reduction of fees and receiving a maintenance grant. Candidates, preferring to be free agents after training, pay the full cost of the course and enter as private students.

The teacher's certificate of the University Joint Board, secured on successfully completing the three years' course, qualifies the holder to teach in Elementary, Secondary and Technical Schools and to be paid as a trained certificated teacher on the Burnham standard scales of salaries eventually qualifying for a State pension. For the experienced teacher there are openings on the more administrative side of the work and the opportunities of becoming an organiser or inspector.

The greater emphasis given during recent years to the more practical subjects in all branches of education in this country opens widening fields of opportunity to the teacher of Domestic Science. Her's is a "specialist's" course, but by no means a narrow or restricted sphere of service.

For a girl who is able to go to the University, degrees in Domestic Subjects are offered by the University of London and the University of Bristol. After a training course in teaching, graduate teachers of Domestic Subjects are eligible for appointment in all types of schools.

Length of Training	Usually three years, resident or non-resident.
Tuition Fees	£30 to £58 for recognised students. £50 to £83 for private students.

ELEMENTARY SCHOOL TEACHING.

BY

PHYLLIS M. MOORE, M.R.S.T.,

English Specialist in Girls' Central School, Enfield.

The teaching profession has always been attractive because it offers reasonably good pay, chances of promotion, good holidays and conditions of work and a pension on retirement. Elementary school teaching, in the past, was regarded as the profession's Cinderella, since its conditions of service were less good than those in the secondary schools. But to-day, with the increasing number of improvements in the elementary schools, there is much to attract. The days of depressing barracks of buildings are over. New schools frequently have open corridor access to gardens and playing fields; classrooms are large and airy; special rooms are provided for special subjects, such as kitchens for domestic science work, libraries, and gymnasiums; and in all rooms pleasant colour schemes and good furniture replace drab walls and the uniform desks of the older schools. There is a similar range of difference in the children. The insistence on the importance of physical education, the excellent medical supervision and care, and the provision of meals in necessitous cases are helping to produce children who are noticeably more alert and of better technique than those of ten years ago. The relationships between teachers and children are easier. Freer discipline methods within the schools and out of school activities in the way of games, excursions and holiday camps have helped to create a pleasant atmosphere between teacher and child—one of co-operation rather than of Authority versus Child.

Entrance to the profession is by way of the secondary school and the school-leaving certificate, thence to college. As a student must be at least eighteen years old before she enters college she has the option of doing a year's student-teaching after she has passed her qualifying examination or of staying at school and taking further examinations. The former course means that she will go to a local elementary school and observe and teach exactly as much as her headmistress there arranges for her to do for four days a week, returning to her secondary school for her own studies on the fifth. In many areas this system has been stopped, as it was found that, although the experience was valuable, yet it often formed bad teaching habits in the young teacher which hampered her throughout her college course. The local education authority of the student's home area will give information about its own possibilities of student-teacher courses. Usually a student is better advised to go on with her studies and to sit for the matriculation or higher school certificate examination. Some training colleges are accepting only those students who have reached this standard.

Training for those who intend to become graduates is taken at a university where a three-year degree course is followed by a year in the education department learning the theory and practice of education. Teachers with degrees are to be found in many of the elementary schools, particularly in the Central schools. The latter offer four year courses to children aged eleven and over, selecting their pupils by an entrance examination. The work is specialised, as in secondary schools, and the curriculum is somewhat similar, opportunities of doing domestic or commercial courses being given in the senior part of the school. Unlike the secondary schools, the schemes of work are not limited by the demands of outside examinations, so there is wide scope within the schools. Most Central schools prefer to have teachers with some experience. A graduate teacher would do well to get three or four years' experience in a good senior school as a qualification for entering a Central school.

Training colleges offer a two-year course to students. They are residential colleges, usually, differing from universities in that professional and academic work are done together throughout the period, practice in local schools being done during both years. All their students, too, are preparing for the one profession. It is possible and advisable for the student to specialise in subjects in which she is most interested. She learns methods of teaching all subjects but concentrates in her own practice along the lines of her interests. She chooses between the type of child whom she wishes to teach—whether senior or junior; and in her many observation visits she sees all kinds of schools.

The cost of training varies from £50 to £90 for the two years' residential course. In some cases the whole cost of the training, at university or college, is met by the local education authority, who make a grant or a loan to the student on condition that she returns to that area after her training. Information about this, and about Board of Education grants, can be obtained from the local authority. A pamphlet entitled "Information for Intending Teachers," published by the National Union of Teachers (Hamilton House, Hastings Street, London, W.C.1), gives full information about fees at training colleges and entrance conditions.

On appointment a teacher's salary varies according to the part of the country. In rural areas the commencing salary is £150, rising after two years by annual increments of £9 to £258. From these figures 5% is deducted annually for the Government pension scheme. In most urban areas, that is in those advertised as being on Scale III, the commencing salary is £162, rising after the two year halt by £9 annually to £288. London and its area is on Scale IV, where the commencing salary is £180 and the maximum is £324. A graduate starts at £9 more than these given minima, but her maximum is the same.

Head teachers' salaries vary according to the size of the school as well as to the area. On promotion to a headship a teacher's salary is raised by £18. Her maximum salary ranges from £288 to £396 in a rural area, from £318 to £438 in the provinces and from £360 to £486 in the London area, the lower figures being for schools where the average attendance is less than a hundred, and the higher ones for those with over five hundred in attendance.

Promotion is by open competition in all areas which advertise their vacancies in current educational journals. In others it is by closed competition within the area. This is the custom in London and some provincial centres. Frequently promotion is dependent on a given number of years of service, ten years being demanded in Middlesex. There is usually keen competition for headships in town areas. In rural areas a young teacher who has initiative and necessary qualifications can often gain the headship of a small school where she has opportunities for working out her own ideas and for developing the cultural interests of her neighbourhood.

Retirement from the profession is optional at the age of sixty and compulsory at sixty-five. The pension is calculated on the average salary of the last five years and the number of years of service, the maximum amount payable being one half of the average salary. In addition there is a single payment of a lump sum the maximum of which can be one and a half times the average salary.

If a teacher marries and leaves the profession she may withdraw her contributions, i.e. 5% annually of her salary, plus accruing interest, or she may leave the money till she is sixty years old and draw a pension then.

Anyone thinking of entering the profession should be thoroughly healthy and free from any physical defects. She should be interested in children and psychology and should have at least one strong subject. Good humour, patience, initiative, and an ability to see things in their right perspective are qualities that will help her both in the classroom and in the staffroom, while keenness on sport or on some outdoor recreation will help her to get on easy terms with her pupils as well as to maintain her own vitality. She needs to be an idealist, but practical as well, one who is undeterred by failures but who is ready to profit by them. Her equanimity and her sense of proportion will be helped if she can develop an interest or hobby that is quite unconnected with her immediate job—something that will prevent her from falling into the rut that waits for all who tackle their work as a series of monotonous duties divorced from the human element. She will find the first two years the most difficult time in her career. Despite her careful training she will find many problems facing her in which only experience will be

the guide. Enthusiasm is often far greater than the power of achievement, and there will be the tendency to look for material results months before they could ever be produced. But if she can get through those two years and still be interested both in her work and in the children whom she has to teach, she can be certain that the teaching profession is one in which she can find the fullest possible scope.

KINDERGARTEN TEACHING.

Educational openings for Froebel Trained Teachers.

BY

E. M. JEBB, M.A.(OXON.),

Principal of the Froebel Educational Institute.

It should be noted that the National Froebel Union has now amalgamated with the Froebel Society and Junior Schools Association, and the title of the new body is The National Froebel Foundation.

There are many professional avenues open to the teacher who has been trained at a Froebelian College and who holds the Teacher's Certificate of the National Froebel Foundation. In certain Colleges students who take the full course of training can qualify also for recognition as a Certificated Teacher by the Board of Education; the double qualification is a very valuable one, as it admits to posts in all State-aided Schools where children from the age of three to fourteen are taught. In the early days of the Froebel movement, Froebelian trained teachers were chiefly employed in Kindergartens and Infant Schools, and the Kindergartens to-day still look to the Froebelian Colleges to supply them with their Staff. The modern Froebelian College, however, also equips its Students for teaching in the Junior forms of High Schools and Secondary Schools of all types, and in Preparatory Schools for both girls and boys. Froebel teachers are also in demand for posts in private families where children up to the age of fourteen are taught at home.

Certain Colleges (at present the Froebel Educational Institute, the Maria Grey Training College and the Rachel McMillan Training College) give a special training for those who wish to qualify for Nursery School teaching. The Nursery School movement has made a remarkable advance during the last ten years and the need for a specially planned and selected course of training for Nursery School Superintendents is now generally recognised.

In addition to the fields of service already mentioned there are openings for Froebel trained teachers in social and philanthropic work such as in boys and girls' Clubs, play centres, care committees, and child guidance clinics. As to the work itself, whether in Schools, private families or in philanthropic societies,

it offers a wide scope for the play of all the gifts and faculties of an intelligent and large-hearted woman.

Training. Evidence of a good education such as the Certificate of some recognised public examination, Matriculation or the School Certificate, is required before a candidate is allowed to sit for the examinations of the National Froebel Foundation or to enter one of the Froebelian Colleges. To all good Training Colleges demonstration and practising Schools are attached and students pay visits to different types of institutes concerned with the education of young children.

Games, dancing, physical exercise and the theory underlying their practice, form an integral part of the curriculum. Music, including the study of time and rhythm through rhythmic movement, singing and children's songs, is an important feature of the course. Piano playing is encouraged as far as possible. Stress is laid also on the importance of educational Handwork of various kinds, on painting, drawing and on the more intensive study of at least one representative craft. Literature is an important subject in the course, and students are helped to make a study at first hand of some of the great masters of the art of story telling, and to learn how to select and present to children of varying ages, stories, drama and poetry suitable to the different stages of development. Nature and Geography are studied in an observant way by means of out-door work. Expeditions are made, districts explored; sources of direct information are drawn upon. The industries of primitive races are studied; these have a special direct significance for young children. Historical material, which will be real and convincing, is sought for in original documents, Museums, Libraries and contemporary pictures. Hygiene, History of educational ideas and the theory of Education also form part of the course and are studied in close relation to the student's practical work with children and in the Schools. A knowledge of elementary mathematics is required and students are helped to study the subject in close relation to the actual needs of children.

In the training for Kindergarten and Nursery School work stress is laid on characteristics of early childhood and on the importance in training habits and character at the outset of life. Emphasis is laid on the physical as well as on the mental development of children, and the study of Hygiene is an especially important subject in this course. The educative use of play is considered and the approach to School subjects through practical experience with toys and games and constructive occupations, acquaintance with poetry, rhymes, pictures and stories.

For all particulars relating to the Teacher's Certificate of the National Froebel Foundation, and for a list of recognised places of training, application should be made direct to the Secretary, National Froebel Foundation, 18, Adam Street, Adelphi, W.C.

There are further examinations for experienced teachers arranged by the National Froebel Foundation, such as the Trainer's Diploma, the Handwork Diploma and the Diploma in National History, particulars of which can be obtained from the National Froebel Foundation.

Length of Training 3 years.

Approximate cost of training	Non-resident: from 30 guineas to 63 guineas per annum.
		Resident: from £106. 15s. to 159 guineas per annum.

TEACHING MENTALLY DEFECTIVE, DULL AND BACKWARD CHILDREN.

BY

P. A. BARONS,

Headmaster, Woodlands Park School, Tottenham.
Author of "Backwardness in School," etc.

Amongst the various branches of teaching in which women are so signally successful that of dealing with Mentally Defective, Dull and Backward Children is, in many ways, by far the most important and interesting. A woman teacher by virtue of those innate powers which characterise her sex, is fortunate in being competent to make outstanding contributions for the needs of the subnormal. Yet in some of its aspects the work of training these children differs widely; indeed, to imagine that Mentally Defective, Dull and Backward Children are taught in the same ways may be grossly misleading. It all depends.

At the outset it may be helpful to consider, in brief, the salient features in the classifications of subnormal children, and then to indicate why it is that women, by nature and training, are so well-equipped to give valuable assistance to this section of the community. In a general way, Mentally Defective Children may be described not only as 'short weight' in native intelligence but generally defective all-round. Some such children are not capable either of adapting themselves, or of being made adaptable to Society. Generally speaking, the training necessary to secure the best results for these ineducable children is most gradual and often painstakingly slow. Supervision of them is usually undertaken by the Board of Control and the Local Mental Deficiency Authorities. On the other hand, there are some Mentally Defective Children whose states or conditions are not so low grade as to make them ineducable. Indeed, some may even be considered fit subjects to profit by school training, and in that event may become the concern of the Board of Education and of the Local Education Authorities.

Low Grade Ineducable Defectives. Obviously these children are unable to apply themselves to the usual academic subjects, for they lack the ability to read and to write. Most of them need to be taught the very rudimentary facts of life and conduct, and in these connections a woman's infinite patience, kindness and tact are virtually missionary efforts. The official provisions made for these defectives vary, and depend upon the locality and the Local Mental Deficiency Authority. Quite a number of low-grade defectives are found in resident Mental Hospitals and Institutes, but some cases live at home and are regularly catered for by visiting Teachers, while others, though still within their family environments, attend Occupation Centres for daily training.

High Grade Educable Defectives. As already indicated, defective children of educable capacity are the concern of the Local Education Authorities, whose activities are within the jurisdiction of the Board of Education. Certain Local Authorities, especially those in well-populated areas, ascertain the cases of gross disability amongst their children of school age and provide Special Schools for them. Because of the widespread areas in which defective children reside, it is obvious that many cases remain uncatered for, and that no Special Schools, as such, exist for their treatment and consideration. Unfortunately, at present a very high percentage of feeble-minded children never get any special treatment other than that provided by the Public Elementary School which they attend.

Dull, Backward and Maladjusted Children. Within the composition of every school are found children who are dull, backward or maladjusted. It is impossible to say just what percentage of these children exist, for their numbers vary with their neighbourhoods. It may be 2% in one area and 20% in another. There are, nevertheless, far too many existing cases for teachers to feel complacent about. In some ways, this problem is one of the most pressing of Public Elementary Schools in general and many an individual school in particular. Now that Reorganisation of State Schools under the Hadow Scheme has become far more general, the grouping of numbers of children from wider areas into Junior and Senior Schools has certainly focussed attention on this problem of teaching subnormal children, and of trying to make contributions to their needs. Schools are organising Special or Adjustment Classes within their own jurisdiction and much experimental work of a pioneer nature is being conducted in a technique of teaching which is both novel and stimulating.

The help that psychology gives in the matter of these difficult cases cannot be over-estimated. Particularly do the schools pay tribute to the work of the Child Guidance Clinics, to the women social workers, psychologists and psychiatrists who frequently deal with difficult cases that parents or schools refer to them.

Now the work of teaching Defective, Dull, Backward and Mal-adjusted Children found within schools is not only of tremendous value but also most interesting, especially for the woman teacher who has the flair or liking for such endeavours, and who possesses courage to experiment and patience to persevere. Between the dull, backward and maladjusted children wide differences necessarily occur. The dull are those who may be but four-fifths of the average child in native intelligence, and the backward may fail by 10% or more below the average to give output in attainments.

Undoubtedly the woman with a broad and understanding outlook, who is adaptable and considerate, will find this work of particular appeal. It is not merely a whole string of paper qualifications that will make the possessor a success in this wide-field of work, but the person with tact, understanding and charity and, above all, the facility to engineer interesting things to see and study, do or create, will make for far greater success. A good pair of hands, then, and interest in things of a practical nature are by far the most worthy assets.

Training and Prospects for Women Teachers. Apart from the constant demand for qualified teachers in Special Schools, there is an increasing demand for women teachers for the Special Classes which individual schools, or Local Education Authorities, organise. Furthermore, the demand for specialist teachers must increase as time goes on, because more and more Authorities are undertaking Reorganisation of their schools. Actually, this is a statement of fact, apart from the belief, which some expert psychologists hold, that backward cases tend to increase in numbers.

Obviously the first step for a woman who contemplates undertaking this work is to qualify for recognition as a teacher under the Board of Education. Elsewhere will be found full particulars, prospects, etc., for this profession. During the course of her training as a teacher the student need not be unduly concerned if her work appears not to touch in great detail on those aspects which she has in mind—the teaching of the sub-normal. Her prime concern is to secure recognition as a qualified teacher, but should that be impossible, a student with a good all-round education might apply to any Local Education Authority for particulars of vacancies as helpers or assistants, say, in Nursery Schools or Classes, or even find what vacancies exist for Uncertificated Teachers. Once recognised as a teacher, she should aim at procuring practical experience in teaching methods and procedures. Particularly is experience of the modern Infant School of immense value, for the principles of being able to impart knowledge to infants also applies, in many instances, to subnormal children. Froebel or Montessori training is likewise of tremendous value and will place such a happily trained teacher in a most fortunate position. The advantages of accomplish-

ments in Practical Work, Needlework, Handwork, Music, Eurhythmy, Dramatic work, etc., cannot be over-estimated.

For the training of teachers the Central Association for Mental Welfare, 24, Buckingham Palace Road, London, S.W.1, organises various courses of lectures which deal most thoroughly and competently with the problems encountered in training Mentally Defective, Dull, Backward and Maladjusted Children.

Certain Local Authorities provide their own courses for teachers for work with subnormal children; and some of them grant additional increments to the normal Burnham Salary Scales where specialised work is undertaken by qualified teachers. Undoubtedly this work is of particular interest to the woman teacher, and provides variation from the rather stereotyped teaching which sometimes applies to normal children. In addition, the facilities permitted for taking, say, 25 children in specialised approaches, open up a field of exploration in which a teacher has a free hand, provided there exists courage to persevere in an intriguing but fascinating task.

THE NURSERY SCHOOL TEACHER.

BY

E. STEVINSON,

Principal, Rachel McMillan Training College.

There is at the present time a great demand for the well-trained, competent nursery school teacher.

Public interest in the nursery school movement has stimulated many local education authorities to open nursery schools and nursery classes in different parts of Great Britain. Requests for nursery school teachers come from Australia, South Africa, India, and even from countries further afield than these.

The reason of the fairly steady influx into the profession is not far to seek. The love of children is, happily, present in a vast number of girls. The prospect of alleviating the sufferings that little ones have to undergo in the crowded slum areas of our great cities appeals to many girls, so that there is, to start with, a natural inclination on the part of many to undertake this work as a mission as well as an honourable and a great profession.

Training.

1. The Full Course. Training for this type of work can be obtained at some of the Three Year Colleges—such as the Rachel McMillan College for Nursery School Teachers, the Froebel Educational Institute, and the Maria Grey Training College.

Students taking this three year course are awarded the Teachers' Certificate of the National Froebel Foundation as well as the Teachers' Certificate of the Board of Education. Their certificates are endorsed for nursery school work.

Nursery School Courses are also held at some of the two year Colleges such as Gipsy Hill, Goldsmiths College, and Darlington College.

Conditions of Admission.

Students must be at least $17\frac{1}{2}$ years of age before they enter a three year College and 18 years old before they can be admitted to a two year College. They must hold the certificate of one of the qualifying examinations specified by the Board of Education, such as the Higher School, Matriculation, or General School Certificate.

A certificate of physical fitness is required.

2. A One Year Course for Certified Teachers and University Graduates who wish to specialise in Nursery School work.

Conditions of Admission.

Candidates who hold the Board of Education Certificate for Teachers and who have taught for at least three years in recognised schools are eligible for the Board of Education grant. A medical certificate is required.

3. A One or Two Year Course for those who wish to qualify as assistants in Nursery Schools—is held at the Rachel McMillan College.

Conditions of Admission.

Students must be at least 17 years of age and must be prepared to give evidence that they have received a good secondary education. They practise in the Rachel McMillan Nursery School—the largest open-air nursery school in this or any country. There are 260 little children in this school between 2 and 4 years of age. The school is situated in a very poor area and consists of six large shelters staffed by fully qualified nursery school teachers.

Prospects for the Nursery Teacher.

A student who takes the full three year course is eligible for educational work with children of 2 to 11 years of age in any type of school. The Board's Certificate admits her to the Infant School—the Froebel Certificate to the Preparatory Department of the High School, and she is specially qualified by her training for the care of the pre-school child in the nursery school. It is obvious that many avenues are open to her.

The salary of the nursery school teacher varies with her qualifications. The trained teacher is eligible for a salary on the Burnham Scale and for a pension, while the student who successfully completes Course 3 usually earns from £106 to £160 a year.

At present the demand for trained nursery school teachers far exceeds the supply.

THE CHARLOTTE MASON COLLEGE, AMBLESIDE, WESTMORLAND.

(P.N.E.U.)

The training given at the Charlotte Mason College, Ambleside, Westmorland, has a wider aim than that of turning out efficient and well equipped teachers. Teaching is a very important part of the work, but the chief concern of the College is to understand and to put into practice in daily life certain guiding principles by which children may be brought up into that "ordered life with definite aims" which provides fulness of living, joy of mind and stability of character.

Every rightly educated person should have a live mind, a nature ordered by the discipline of well-chosen habits, and the power to use circumstances and opportunities creatively and wisely. It was in order to further such an education that Miss Charlotte M. Mason founded the College in 1891. She chose for its situation the English Lake District, a countryside in itself full of inspiration. The Parents' National Educational Union had been founded by her a few years earlier and children were already following the programmes of the Parents' Union School. Then, as now, the College, the P.U.S. and the P.N.E.U. formed a convinced body of people working together to apply definite principles of education, freely and intelligently at home and in schools.

The training given at the Charlotte Mason College endeavours to achieve the balance of disciplined freedom. The life of the College is that of a small community whose opportunities and limitations are shared by all. Liberty and joy of mind—derived from the wide range of things to know, to think about, to perceive, to experience, to make—comes through a variety of studies and of activities indoors and out. The course embraces:—(1) Ethics, History and Philosophy of Education. These are considered in close connection with Miss Mason's thought and writings. (2) Two modern languages, besides Latin and elementary Greek. (3) Mathematics. (4) Nature Study coupled with such studies in Science as help forward an outdoor knowledge of flowers, birds, animals, stars, rocks and the countryside. (5) Art, Handicrafts, Music, Reading. (6) English Literature. (7) Drill, Dancing, care of health. Games and walks occupy the afternoons. The whole life of the College is quickened by the recognition that all inspiration in teaching and learning is the work of the Holy Spirit.

At the same time as they consolidate their own knowledge, the students are trained to observe the best methods of teaching each subject. Each student has practice in teaching. They teach for a week at a time in the Practising School where girls of 6 to 18 are educated, following the P.U.S. programmes in Forms

I. to VI. This school practice is taken in turn giving each student ten weeks of teaching.

The Charlotte Mason College Certificate is awarded to students who are successful in the Final Examination in Theory and Practice of Education. The Certificate indicates practical skill in teaching and in training children according to the method and principles set forth by Miss Mason. The field of work open to successful students is varied. They are members of the P.N.E.U. and their services are in demand by P.N.E.U. members all over the world. Posts are offered in families and in schools. Students are also invited to teach small groups of children whose parents combine to engage them. The fact that they belong to a Union composed of thoughtful men and women with a common aim in view, gives a quiet stability to life and work which is most valuable to each individual. The salaries vary from £90 to £200 resident per annum, according to qualifications and experience. There are many Charlotte Mason Teachers who are earning considerably more than this.

Candidates wishing to enter for this training must have received a sound education. The entrance examination is held at the Charlotte Mason College in January. Short papers are set in various subjects and the candidates are the guests of the College for a probationary week. Most of those presenting themselves have passed either the London Matriculation or its equivalent, but candidates are not refused who have not this qualification, provided that they give some evidence of being suitable for the training and for a future career with children.

Length of Training	2 or 3 years.
Cost of Training	£240 or £360 with board and residence.

PHYSICAL TRAINING FOR WOMEN.

PHYLLIS SPAFFORD,
Member, National Fitness Council, (England
and Wales.)
and
BRONWEN LLOYD-WILLIAMS, C.S.M.M.G. }
Ling Physical
Education
Association

Its Origin.

Women have played an important part in the development of physical education in this country. Among the first to regard it as an integral part of the school curriculum was Madame Bergmann Osterberg, a Swede who established at Hampstead in 1885 a college for training teachers, which was later removed to Dartford, and which served as an inspiration to other women to follow her example. As a consequence of her initiative, people

began to realize the need for thorough training in this subject, so that by the twentieth century there were in existence similar colleges in London, Bedford, Birmingham, Liverpool and Scotland. These colleges have grown from small nuclei to an important position as the mainspring of physical education in this country, and produce some hundreds of trained teachers every year.

The Colleges.

The full number of Physical Training Colleges in the British Isles now include the Anstey, Bedford, Bergmann Osterberg, Chelsea, Dunfermline, Liverpool, Nonington and Queen Alexandra's House Colleges, while there is a college in Denmark, Silkeborg College of Physical Education, where women from this country can also train as teachers of Physical Training.

The Training.

Students wishing to adopt the profession of Physical Education must be eighteen years of age, and must have passed the School Certificate Examination before embarking on the three years' training considered necessary at the colleges. The Course covers all branches of physical education from a theoretical as well as from a practical standpoint. The former includes the study of physiology, anatomy, hygiene, the principles of Education and the principles of massage and medical gymnastics, all of which are necessary for a complete understanding and intelligent application of the practical work, which involves gymnastics, games, swimming, dancing, athletics and all forms of physical exercise. Practice in teaching and coaching play a prominent part in the course, while through work in clinics and hospitals the students gain first hand experience in connection with the massage and remedial side of the training.

Each college from its foundation granted its own Diploma, but as the value of the work came to be generally recognised it was felt that an external assessment was desirable in order to improve the status of the teachers and to emphasize the importance of the subject. In consequence, the majority of the students sit for the Diploma in the Theory and Practice of Physical Education of the University of London, and in addition take the Diploma of the Chartered Society of Massage and Medical Gymnastics to qualify themselves as remedial gymnasts. This diploma cannot be taken by Silkeborg students.

Prospects after training.

The cost of the three years' training varies from £120—£165 a year, and once trained, students find many and varied posts open to them. The majority, on leaving college, enter the public, private and secondary schools as teachers of gymnastics, games, dancing and all forms of physical exercise.

They are responsible, too, for dealing, under medical supervision, not only with physical defects such as bad posture, lateral curvature and foot weaknesses, but also with minor accidents occurring in the school, in the gynnasium or on the games field, gaining extremely valuable first-aid experience. Salaries are generally based on the Burnham non-graduate scale, but every effort is being made by the Ling Physical Education Association, the professional body to which all teachers trained at recognised colleges can belong, and by the Associations of Headmistresses, Assistant Mistresses and Principals of Physical Training Colleges, to have such teachers paid a salary equal to that of a graduate, in view of the responsible positions they occupy.

Posts as lecturers in training colleges are open to women with some experience, and work in this capacity qualifies them for organising posts in districts where the salaries range from £250 to £600 a year, and, in individual cases, even higher. Under the new Government scheme for improving facilities for physical education, the number of organising posts has greatly increased, resulting in a corresponding number of vacancies on school staffs which afford a liberal choice to students who have just completed their training.

The Board of Education numbers nine women on its Inspectorate staff, and it is hoped that more such Inspectors will be appointed in the future, but such posts are, naturally, open to persons of experience who have perhaps worked as lecturers or organisers for some considerable time.

The wave of enthusiasm for Recreative Physical Training has created a great demand for teachers and leaders, and here the woman from a Physical Training College is a distinct asset on account of the *scientific* principles on which her work is based, and on account of her ability in games, swimming and dancing, which form an important part of organised recreation. There are already organisers under the Central Council of Recreative Physical Training, the National Council of Girls' Clubs, and the Y.W.C.A., and with the formation of area committees associated with the Government campaign, there is the prospect of employment for a quantity of trained teachers. Those not fully trained should approach the Ling Physical Education Association or the Central Council of Recreative Physical Training with the idea of attending the courses for training leaders arranged by them.

A branch of Physical Education too often disregarded is the remedial side. For students who have obtained the Diploma of the Chartered Society of Massage and Medical Gymnastics, there are openings in the Massage Schools and Orthopaedic Hospitals, where the range of their work is sometimes extended by the teaching of educational gymnastics to students undergoing hospital training. Some of those who have specialised in massage have established private practices of their own which

are proving very profitable, especially when Health and Keep-Fit classes can be taken in addition to remedial work.

These are only a few of the avenues open to the girl with a thorough training in Physical Education. There are many who specialise in some particular branch in which they excel, dancing or games-coaching, who earn a very comfortable income; there are some in administrative posts, some in social welfare posts, and two or three are employed as journalists connected with this subject. What is increasingly evident is that Physical Education has at last come into its own, and with the realization of its proper status as an indispensable feature of national life has come the prospect of infinite possibilities for the future.

Length of Training 3 years.

Cost of Training £120 to £165 p.a. (resident).

SECONDARY SCHOOL TEACHING.

BY

PHYLLIS WOODHAM SMITH, M.A.

Vice Principal, Maria Grey College.

The first step for those who wish to find a career in the secondary school is a university education, for an honours degree is a necessity for the majority of posts, although there is a limited sphere of work for Form mistresses with general degrees; but teachers qualified in this way must be content with the work of an assistant in the middle school, for they can have little hope of becoming heads of departments or of teaching the Sixth Form. A general degree in Science offers better chances of both work and promotion than a similar qualification in Arts owing to the growing practice of including general science in the curriculum.

Teachers of Art, Music, Gymnastics and Domestic Science are appointed on the appropriate qualifications dealt with in other sections of this book, and if the secondary school admits pupils under the age of eleven, there may be work for teachers holding the Teacher's Certificate of the National Froebel Foundation.

The degree course at the university will occupy from three to four years, and should be followed by a post-graduate year of professional training in a university training department, or in one of the women's colleges which specialise in this work. Although the Board of Education does not insist on training for secondary school teachers, both local authorities and heads of schools are increasingly recognising the importance of the training year, and appointing to their staffs only those who have taken such a course, and secured a University Teacher's Diploma. The year's work will include a study of Psychology, Principles and History of Education, Methods of teaching different subjects, and Hygiene, as well as opportunities for practising teaching under the supervision of specialists.

If the student has secured a grant or a certificated place, either for the training year or in the form of a four-year grant at the time she first enters the university, she will receive part of her training in a primary school, and her university diploma will be endorsed by the Board of Education. This will considerably increase her chances of obtaining work, for she will become eligible for appointment as a certificated teacher in central or senior Schools.

The chances of appointment to posts in secondary schools vary a good deal according to the subject or subjects offered, and tend to fluctuate from year to year. This is owing to the fact that most of the members of secondary schools' staffs are specialists, teaching one or at the most two subjects. There is naturally a wider opening for the teachers of those subjects which figure largely on the time-table, and for which several specialists are required, even in a moderate-sized school. There is generally a demand for Mathematics and Science teachers, and for teachers of Modern Languages, who have added to their other qualifications at least six months' residence abroad and a diploma in Phonetics. The number of graduates wishing to teach History and English is frequently greater than the demand, consequently only those most highly qualified from both an academic and professional point of view can be at all certain of obtaining secondary school posts.

The teacher's personality is as important as her qualifications; she must not only be a scholar but a many-sided woman able to understand and sympathise with her pupils from every point of view. A genuine love and comprehension of young people of school age will make for the happiness of both teacher and taught. She will be expected, in any case, to take a share in the school's extra class-room activities, so ability and willingness to help with games, dramatic work, Guides and hobbies of all sorts and kinds form valuable assets, and help to find for the young teacher her place in the school community.

Her voice also is of great importance, a harsh voice will often be conducive to bad discipline, and a woman who has not learnt to produce her voice properly may suffer painfully from teacher's throat. Consequently most courses of professional training include speech training under a qualified teacher, who deals with speech defects as well as voice production.

Secondary schools may be classified under three headings: the state-aided secondary school, which the writer of this article has had chiefly in mind; the schools which correspond with boys' Public Schools and which are mainly boarding schools; although their teaching staffs have rarely any residential duties, the governing bodies prefer to appoint teachers who have themselves had residential life at either school or university. Lastly there are a variety of private schools which vary in size, prestige, salary and security of appointment. There are openings for teachers in many of the Dominions, but teachers seeking such

posts should have had at least two years' experience in England, especially if they intend to return home after having served a contract of from two to three years. The comments offered above on the subject of supply and demand of different subjects apply to posts overseas except that there is little demand for teachers of Modern Languages. Teachers wishing to go to posts in the Dominions should apply to the Society for the Overseas Settlement of British Women. Overseas posts are usually paid on a slightly lower scale than those at home, but as a rule the employer pays the teachers' passage out, this passage money being forfeited if the teacher breaks her contract.

In England, in schools where the Burnham Scales are paid, the graduate teacher begins at a salary of £264 in London and £216 in the Provinces; after the first two years there is an annual rise of £12 until the maximum of £420 in London and £384 in the Provinces has been reached. In all cases 5% is deducted annually as a superannuation contribution. The recommendations of the recently published Spens report read as if a revision of scales might be expected in the near future.

Length of Training	At least three years' University course.
Cost of the Training Year		One year's professional training. £31. 10s. to £40 non-resident. £105 to £147 resident.
		It is possible for students to receive a government grant towards their training. £46 non-resident. £60 resident. These grants are limited in number and carry with them the obligation to teach in a school recognised by the Board of Education for grants.

LECTURING IN TEACHERS' TRAINING COLLEGES.

BY

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The scope and nature of this work differs to some extent according to the type of training given, whether for Primary or Secondary Schools, though the main character of all training for teachers is the same.

Non-graduate Training Colleges.

The course consists of two years' to which a third year is sometimes added, with an examination at the end for the Board

of Education's Certificate for Teachers in Elementary Schools. Qualifications for entrance to such colleges are the General Schools or Higher School Certificate and a certain number of years' attendance at a secondary School. During this training the students carry on their scholastic studies in a group of subjects side by side with their professional training. It is generally understood that such students wish to prepare themselves for teaching on general lines in Primary or Central Schools, though a certain amount of specialization is undertaken, and they are selected for their all-round qualifications rather than for their scholastic achievements. The term lecturer, therefore, in the academic sense, is rather a misnomer in relation to the organization of studies in these Colleges.

Qualifications for Training College Posts.

A good degree and successful teaching experience are usually considered essential. It is desirable that some of this experience should have been gained in a secondary school, as most of the lecturers are specialists in teaching method in their own subject.

Salaries.

The scale of salaries is the same as for secondary schools, and is under the same pension scheme, with certain emoluments for special responsibility attached to some of the posts. Most non-graduate training colleges are residential, so that it is desirable that a proportion of staff should also be resident, though this is not compulsory in all colleges. Where payments are deducted from salary for board and lodging at a low charge considerable economy can often be practised by resident lecturers.

Conditions.

Work in a Training College offers a congenial career to those who have a keen interest in teaching, for constant contact with schools of all types, through the organization and supervision of "school practice" brings the lecturer into touch with the problems and possibilities of the whole field of primary education. The life is arduous and the job a full-time one, particularly as participation in the social activities of the students is considered an important element in the training. Holidays are as long as, or slightly longer than, those of secondary schools. The training college lecturer, however, suffers less from pressure of examinations than does the teacher in many secondary schools, and is free to arrange her own syllabuses, to take part in the organization of examinations, and to carry out educational experiments. Living conditions in residential colleges are usually very comfortable, though, on the other hand, social life may be restricted, especially in country areas where cultural opportunities are sometimes limited.

Promotion.

Though occasional appointments to headships of secondary schools have always been made from training colleges, the field of promotion was at one time a narrow one. Appointments are now being made, however, to County Inspectorships, to University Training Departments and as Inspectors under the Board, but Posts as Principals of Training Colleges are few in number as compared with the opportunities for headships in secondary schools and promotion to these posts is therefore limited.

Graduate Training Colleges.

In these Colleges or Departments of Colleges or Training Departments of Universities, where the work consists in training teachers for secondary schools, the course takes one year, and the students prepare to take a Teacher's Diploma in Education. The general character of the work is on the same lines as in non-graduate colleges, but of a more advanced nature. As the students are all graduates and most of them have attained the standard of an honours degree, it is not necessary to carry on academic studies. The course consists of the theory of education, psychology and methods of teaching: practice in teaching is carried out in secondary schools. There is opportunity in this type of training for a consideration of the scientific and philosophic approach to teaching. In some Colleges a Department of Higher Degrees offers courses for advanced students.

Qualifications.

A good honours degree is required and approved experience in schools or training colleges. Additional qualifications in educational research are also desirable.

Salaries.

Salaries vary, but never fall below the standard of the Burnham scale for secondary schools. In certain University training departments they are much higher. In University Training Departments members of the staff are asked to contribute to a University pension scheme.

Conditions.

Many of these colleges and departments are co-educational and few posts are resident. Holidays normally approximate to University vacations, though, in certain instances, term is extended for "school practice." The life is stimulating and offers contact with educational development on all sides. The pressure of carrying out the training course in a single year is great, otherwise the scope for research and further study would be wide.

Promotion.

Most of the higher posts open to male staff in secondary training colleges, such as heads of Departments of Education in Universities, are closed to women. A woman may be promoted

to be Senior Tutor, or Vice-Principal in a co-educational college, or in a University Training Department; or she may be appointed Head of a Secondary School or of a Non-Graduate college for women students, or she may become a county or Board of Education Inspector. It is to be regretted that higher administrative posts under the Education Authorities are as yet confined to men.

NOTE.—In Music, Art, Domestic Science, Physical Training and other non-academic subjects, the usual qualifications and diplomas take the place of a Degree. The salary scale is usually slightly lower for non-graduates.

UNIVERSITY TEACHING.

BY

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It is only fair to warn the intending University teacher that no one who has her living to earn can safely rely on University work as a career. Such posts are advertised at irregular intervals, sometimes several simultaneously, sometimes none in a particular subject for a number of years, and competition is so keen that even a well-qualified woman may find herself continually short-listed and never appointed, especially if the post is open equally to men and women. While some appointments, such as Tutorships at Oxford and Cambridge, may be renewed indefinitely, many, such as Junior Lectureships at London University and Demonstratorships in Science at Oxford, are made for a limited number of years, and when they terminate, there may be no senior post available or there may be many applicants for one post. Fortunately, the first essential—a University education and a good degree in a final Honours Examination—is also the qualification for many other careers, including the wide field of teaching in the upper forms of Schools. Moreover, education is not divided into watertight compartments; many of the Tutors in the women's colleges at Oxford began by teaching in schools.

The schoolgirl who seems likely to develop the ability for University teaching will have a good chance of winning an Entrance Scholarship to one of the Colleges, and, if she needs financial assistance, of obtaining it from the Board of Education or a local authority. At the University the ordinary Honours work will give her a chance of showing if she has the scholarship, enthusiasm and character to produce first class work, and that is even more important than the gaining of a First in the final Examination, useful though that undeniably may prove as a label. She can, however, be on the watch for a subject suitable for research on which she would like to specialise, and she can also compete, on the advice of whoever is directing her studies, for University prizes.

When she has taken her degree; she may either apply at once for a University appointment, relying on her testimonials and evidence of general promise, or she may continue for a year or two of research, perhaps for a higher degree such as the London M.A. or the Oxford B.Litt.; or she may apply for a post in a school, with the intention of trying for University appointments as they turn up. If she teaches in a school, either immediately or after a period of research, she should try to keep up with new work on her subject and if possible to produce something herself, though this is difficult in the midst of full time teaching. She is more likely to succeed in a later application if, in addition to the Headmistress's testimonial proving her merits as a teacher, she can also produce some evidence to suggest that she is capable of research and perhaps eventually of making an original contribution to knowledge. For the same reason it is good policy, especially for the Science student, to publish something as soon as possible, so that an off-print of an article in a learned periodical can be produced as evidence of actual achievement.

From all this it should be clear that there is no single road to an academic career and that security will not necessarily be found at the end. The subsidiary qualifications differ widely according to the character of the post to be filled. For a Lecturer, a clear voice and a good delivery are useful; for a Tutor at Oxford, where more of the teaching is individual, ability to get on with colleagues and students and some administrative capacity are more valuable. Some posts involve only educational duties, others include disciplinary functions; a few research appointments demand nothing but scholarship. It is often hard work to combine teaching, research and administration, and unfortunately the less immediate claims of research are often the ones which are neglected. The successful applicant should also be prepared for the disillusionment of finding some Pass work duller than VI Form teaching and not all students capable of feeling an austere love of exact knowledge. The advantages of engrossing work and congenial surroundings perhaps need less emphasising.

Salaries and prospects vary as widely as qualifications and duties. An Assistant Lectureship or Junior Lectureship was advertised recently with a commencing salary of £150 or £200 and the right of free residence for 48 weeks in the year. £12. 10s. or £15 must be deducted from this for Superannuation insurance. At Oxford, a Tutor may begin with a minimum salary of £300, with residence for the greater part of the year, and the chance of earning rather more. At the other end of the scale, it is very rare but not now unknown for a woman to hold a Professorial Chair, carrying an income of £800 to £1,000, and Principals of Colleges receive about the same salary; but most women who establish themselves in University teaching can only anticipate a moderate, regular income with a pension at the end. At Oxford, a Tutor is her own mistress, arranging her students'

work and her own at her own discretion; in most Universities she is likely to work for the whole of her career under the direction of the Head of her Department, but she has always considerable freedom and usually a chance of taking part in the government of the College to which she belongs.

TECHNICAL SCHOOLS FOR WOMEN.

BY

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In "Trade and Domestic Schools for Girls"** an interesting pamphlet issued by the Board of Education in 1929, it is stated that "during the past century great changes have taken place in all trades and especially in those in which women are employed. Formerly, the worker received training in her trade in the work-room. The employer engaged her on leaving school, indentures were signed, a premium was paid, and the young apprentice learned her trade throughout, beginning with the simplest processes. But, by degrees, the pressure of industrial conditions became more and more severe, the relation between master and apprentice grew more formal, firms increased their personnel and employers found it difficult, if not impossible, to arrange for the systematic training of their employees; accordingly, indentured apprenticeship in women's trades began to fall into disuse. In the skilled needle trades the best firms filled the highly paid posts in their houses with foreigners, who had the advantage of a special trade training."

The first junior technical schools for girls were established in France in 1856. It was not until 1904 that a similar school was opened in this country. In that year a junior technical school for girls was inaugurated at Borough Polytechnic, London, and was an immediate success. In 1909 the present Bloomsbury Technical School for Women was opened as a self-contained school devoted solely to the trade training of girls. Other schools in London followed: at Hammersmith in 1910, at Barrett Street in 1915, at Clapham in 1928, and at Shoreditch in 1939. These schools are now known as technical schools for women. In addition, junior technical schools for girls were organised as departments of North-Western and Woolwich Polytechnics, and of Paddington, South-East London and Wandsworth Technical Institutes.

The London technical schools give girls, on or near the completion of their elementary school careers, a specialised, full-time training in dressmaking, embroidery, ladies' tailoring, lingerie and corset making, millinery, upholstery, men's tailor-

* Educational Pamphlet No. 72. H.M. Stationery Office, 3d. net.

ing, retail and ready-made, hairdressing and photography. They also train girls for domestic employment as cooks, house or parlour maids and nursery maids. This training fits students to enter industrial life with a definite prospect of becoming skilled workers and the possibility of rising ultimately to positions of responsibility. The schools have workrooms equipped for teaching trade processes on modern lines, and the instruction is given by teachers qualified by practical workroom experience. The training is thorough; in the needle trades, students are taught not only to make, but also to design and plan. The schools keep in close touch with employers and trade experts. In London, for example, many of them are conducted with the assistance of a committee representative of the occupations for which training is provided. The Principal of each school keeps in contact with the leading firms in industry and is thus in a position to help students when they seek employment on the completion of their courses. In addition to trade instruction, the student's education in general subjects is continued.

"The schools," say H.M. Inspectors in 'Trade and Domestic Schools for Girls,' "have proved that it is possible to provide a training for industry which is definitely superior in its breadth and attainments to any which can be obtained in the workroom. . . . Above all, the records show that really remarkable success has attended many of the pupils who are occupying positions which they could not have hoped to obtain without the wider technical experience and the training in observation, character and sense of responsibility which they have gained in the schools."

The training provided is mainly for juniors, but some courses have been arranged for senior students. The junior courses are of two years' duration, the usual age of admission being between 13½ and 15½ years. Some students outside these age limits may be admitted as the result of special application. The fee for junior students resident within the administrative county of London is £1. 5s. a term or £3. 15s. a year.

There are, however, senior courses for ex-secondary and ex-central school girls and others. Some are of one year's duration, but for dressmaking, hairdressing, tea-room catering and restaurant work a two-year course is normal. The age of admission is from 16 years, but pupils who have completed a central school course are admitted from the age of 15 years, 9 months. The fee for senior students resident within the administrative county of London is £4 a term or £12 a year.

Any further particulars may be obtained from the Education Officer (T/6), The County Hall, Westminster Bridge, S.E.1.

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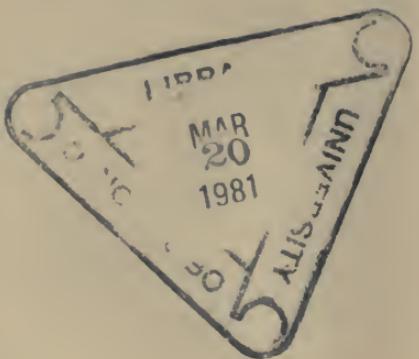
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